14.5   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 Informal Meetings of Councillors at the City of Port Phillip as required by the Governance Rules.

2.   RECOMMENDATION

That Council receives and notes the written records of Assemblies and Informal Meetings of Councillors (attached).

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3.2   The requirement for Assemblies of Council under the Local Government Act 1989 has been superceded by the Local Government Act 2020.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 contains reporting on the outstanding Assemblies of Councillors from 2020 **(Attachment 1)** and ongoing informal meetings of Councillors **(Attachment 2).**

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: **F21/1**

ATTACHMENTS   1. **Attachment 1 - Records of Assemblies of Council**

2. **Attachment 2 - Records of Informal Meetings of Council**