

MEETING OF THE PORT PHILLIP CITY COUNCIL 6 DECEMBER 2023



13.4 RECORDS OF INFORMAL MEETINGS OF COUNCIL

EXECUTIVE MEMBER: JOANNE MCNEILL, GENERAL MANAGER, GOVERNANCE CAPABILITY AND EXPERIENCE

PREPARED BY: EMILY WILLIAMS, COUNCIL BUSINESS ADVISOR

1. PURPOSE

- 1.1 To report to Council the 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 (Attachment 1) 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. Completed Informal Meetings of Council forms received in November 2023 [↓](#)