

NOTICE

OF

DESIGNATED INFORMAL GATHERING

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

Dear Mayor & Councillors,

Invitation to participate in a Designated Informal Gathering

Date: Tuesday, 20 August 2019

Time: At the conclusion of the Services Committee Meeting

This Designated Informal Gathering is held under Section 90(8) of the Local Government Act 1999. As the following item(s) will form part of an agenda for a formal meeting of Council or Committee, it will not be dealt with in such a way as to obtain, or effectively obtain, a decision on the matter. The purpose of the gathering is to inform Council / Committee Members about the subject matter(s) and to allow for informal discussion.

The following item(s) will be presented in an Open session:

ITEM #: 1	Value Adding (Virginia) DPA
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Purpose:	Briefing prior to report to September Strategic Planning Committee
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Presenters:	Mr Paul Johnson (GM – Ms Grace Pelle)
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Paul Johnson is contactable on 8256 0156 should you have any queries.

Duration:	30 Minutes
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The following item(s) will be presented in a Closed session:

ITEM #: 2	Records Management Training
Confidentiality:	This item will be closed to the public as it is a training session
Purpose:	To provide Council with information and training on records management. The session will include an overview of the State Records Act 1997, define an official records, provide information on records management obligations and managing information in Local Government and outline the process for Elected Members to submit records for registration into Council's records management system.
Presenters:	Ms Susie Reichstein (GM – Ms Grace Pelle) Susie Reichstein is contactable on 8256 0310 should you have any queries.
Duration:	30 Minutes

Regards,



Sam Green
ACTING CHIEF EXECUTIVE OFFICER

Issue Date: Thursday, 15 August 2019