

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, 13 October 2020

Time: At the conclusion of the Strategic Planning 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 a Closed session:

ITEM 1:	Executive Officer and Presiding Member Training
Confidentiality:	This item will be closed to the public as it is a training session.
Purpose:	To provide training on meeting procedures to assist Presiding Members and Executive Officers. The training is open to all Council Members.
Presenters:	Ms Susie Reichstein (GM – Ms Grace Pelle) Susie Reichstein is contactable on 8256 0310 should you have any queries.
Duration:	30 Minutes

Regards,

A handwritten signature in blue ink, appearing to read "S Green".

**Sam Green
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 08 October 2020