

DECLARATIONS OF INTERESTCONCEPT FORUM

Item	Issue	Response / Action
9:00am – 10:00am	CEO Residence Discussions	Options for Staff Housing were viewed.
10:15am – 11:00am	Meeting with Medical/Health Centre Advisory Committee	Meeting was held with Jenny Matthews.
11:00am – 12:00pm	Budget Review	Manager of Corporate Services went through Budget Review Documents for Question and Answers.
12:30pm – 2:30pm	Senior Staff Update and Question and Answer Session: <ul style="list-style-type: none"> • Manager of Regulatory & Community Services • Manager of Corporate Services 	Updates and Question & Answer Session conducted.
2:30pm – 2:45pm	Policy Manual Update	Acting Chief Executive Officer gave update on policies that have been reviewed and those still to be reviewed in the near future.

10:00am Morning Tea Provided

12:00pm Lunch Provided

Info Bulletin	Will be circulated	Councillors to review and ask questions out of session or at the next briefing session. A copy of any question, and the response will be circulated to all Councillors for information.
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GUESTS

(By prior notice and scheduling with the CEO or President)

External

Medical/Health Centre Advisory Committee Member – Jenny Matthews

Internal

Kim Dolzadelli – Manager of Corporate Services
Mort Wignall – Manager of Regulatory & Community Services
Lynne McIntosh – Manager of Springhaven
Sophie Knight – Policy, Planning & Governance Officer

Anthony Middleton
Acting Chief Executive Officer

Explanatory Notes

COUNCILLOR Q&A

Is where Councillors can ask operational questions of the Chief Executive Officer.

AGENDA FORUM

Is where officers provide a status update or seek guidance in the work up of an item for a future agenda. This allows Councillors to stay informed and ensure items have been adequately researched by the time the item is formally presented to Council. No decisions are made on the item and all aspects considered will form part of the officers report.

CONCEPT FORUM

Is where plans, strategies, and opportunities can be work shopped between staff and Councillors to guide the initial stages of development and test concepts before allocating further resources to the concept work up. This is normally not open to the public unless otherwise advised, where the workshop may involve members of a committee or community group. This is supported by the Department of Local Government Guideline on Council Forums that states:

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.