



Town of Port Hedland

MINUTES

OF THE

AGENDA BRIEFING SESSION

HELD ON

WEDNESDAY 20 NOVEMBER 2013

AT 3:30PM

**IN COUNCIL CHAMBERS
McGREGOR STREET, PORT HEDLAND**

***“A nationally significant, friendly city, where people want
to live and are proud to call home”***

*M.J. (Mal) Osborne
Chief Executive Officer*

Procedures for Agenda Briefing Sessions

INTRODUCTION

The modern role of the Elected Council is to set policy and strategy, and provide goals and targets for the local government (Town of Port Hedland). The employees, through the Chief Executive Officer, have the task of implementing the decisions of the Elected Council.

A well-structured decision-making process that has established protocols will provide the elected body with the opportunity to:

- have input into the future strategic direction set by the Council;
- seek points of clarification;
- ask questions;
- be given adequate time to research issues;
- be given maximum time to debate matters before the Council;

and ensure that the elected body is fully informed to make the best possible decision for all the residents of the Town of Port Hedland.

PURPOSE OF AGENDA BRIEFINGS

Agenda Briefings will involve Elected Members, staff, and external advisors (where appropriate) and will be open to the public. Agenda Briefings will provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next ordinary meeting of Council for formal consideration and decision.

PROCEDURES FOR AGENDA BRIEFINGS

The following procedures will apply to Agenda Briefings that are conducted by the Town of Port Hedland:

1. Agenda Briefings will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the Local Government Act 1995.
2. Dates and times for Agenda Briefings will be set well in and appropriate notice given to the public.
3. The Chief Executive Officer will ensure that the notice and an agenda for each Briefing Session will be provided approximately one week in advance to all Elected Members, Members of the public and external advisors (where appropriate).
4. The Mayor is to be the Presiding Member at Agenda Briefings. If the Mayor is unable to assume the role of Presiding Member, then the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable, those Elected Members present may

- select one from amongst themselves to preside at the Briefing Session.
5. There is to be no debate amongst Elected Members on any matters raised during the Briefing Session;
 6. Relevant employees of the Town will be available to make a presentation or respond to questions on matters listed on the agenda for the Briefing Session;
 7. All Elected Members will be given a fair and equal opportunity to participate in the Briefing Session;
 8. The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered;
 9. Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Agenda Briefings. When disclosing an interest the following is suggested:
 - a) Interests are to be disclosed in accordance with the provisions of the Local Government Act 1995.
 - b) Elected Members disclosing a financial interest will not participate in that part of the Session relating to the matter to which their interest applies and shall depart the room;
 - c) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.
 10. A record shall be kept of all Agenda Briefings. As no decisions are made at a Briefing Session, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members and published on the Town's website/included in the Town's Annual Report.
 11. Should members of the public and Elected Members not be able to indicate in advance to the CEO the questions they will raise at the Agenda Briefing, a register will be made available in the Chambers for the public to compile upon arrival.
 12. The Presiding Member will utilise said register to determine the order of questions, which will follow the sequence of reports on the agenda.
 12. Two questions per member on each agenda item will be allowed at the commencement of the meeting.
 13. After the conclusion of all reports considered, the Presiding Member will return to remaining questions from reports earlier in the agenda where necessary.
 14. Members of the public may make a deputation to an Agenda

Briefing in accordance with provisions listed in the current Local Law on Standing Orders which states:

7.0 DEPUTATIONS

Deputations

7.1

- 1) Persons wishing to make a deputation shall in the first instance make a request to the CEO outlining the subject matter to be raised by the deputation. On receiving such a request the CEO shall notify the chairperson of the appropriate meeting who may elect to invite the deputation to attend.*
- 2) A deputation shall not exceed five in number and no more than two shall address the meeting, except in reply to questions from members.*

OUR COMMITMENT

To enhance social, environmental and economic well-being through leadership and working in partnership with the Community.

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ITEM 1 START**1.1 Start Time**

The Confidential Concept Forum started at 3:30pm.

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES**2.1 Attendance**

Councillor Gloria Jacob
Councillor George Daccache
Councillor David Hooper
Councillor Penny Taylor
Councillor Lorraine Mathieson
Councillor David Van Vugt

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Mayor Kelly A Howlett
Councillor Jan Gillingham
Councillor Julie Hunt
Councillor Troy Melville

ITEM 3 DECLARATIONS OF INTEREST

Councillor Daccache declared a financial interest in Item 13.1.2 Audit & Finance Committee Minutes – 11 November 2013 as he has an association with Treloar Child Care Centre.

Councillor Hooper declared a financial interest in Item 13.1.2 Audit & Finance Committee Minutes – 11 November 2013 as he has an association with C3 Church.

ITEM 4 CLOSURE**4.1 Closure**

The Confidential Concept Forum finished at 5:15pm.