



## 1/017 Order of Business for Council and Committee Meetings

### Objective

The Town of Port Hedland Standing Orders Local Law 2014 clause 5.2 allows for the order of business of all Council and Committee meetings to be determined by Council from time to time. The order of business outlines how the agenda for the meeting will be structured and in what order all meetings will be run.

All Council and Committee meetings shall follow the same order of business.

### Content

The order of business at all Council and Committee meetings of the Town of Port Hedland shall be as follows and may be altered by a Council decision.

- Item 1 Opening of meeting
- Item 2 Acknowledgment of Traditional Owners and Dignitaries
- Item 3 Recording of Attendance
  - Item 3.1 Attendance
  - Item 3.2 Attendance by telephone / instantaneous communications
  - Item 3.3 Apologies
  - Item 3.4 Approved leave of absence
  - Item 3.5 Disclosures of interest
- Item 4 Applications for leave of absence
- Item 5 Response to previous questions
- Item 6 Public time
  - Item 6.1 Public question time
  - Item 6.2 Public statement time
  - Item 6.3 Petitions/ deputations/ presentations/ submissions
- Item 7 Questions from Members without notice



- Item 8 Announcements by Presiding Member without discussion
- Item 9 Declarations of all Members to have given due consideration to all matters contained in the business paper before the meeting
- Item 10 Confirmation of minutes of previous meeting
- Item 11 Reports of committees
- Item 12 Reports of officers
- Item 13 Motions of which previous notice has been given
- Item 14 New business of an urgent nature (Late items)
- Item 15 Matters for which meeting may be closed (Confidential matters)
- Item 16 Closure

Definitions

**“Council meeting”** means an Ordinary or Special meeting of the Town of Port Hedland Council.

**“Presiding Member”** means the Mayor of the Town of Port Hedland.

**“Teleconference”** means a suitable place and meeting must be specified. A suitable place is defined as a Townsite or other residential area within the State of Western Australia only. Approval to attend via teleconference cannot be granted for more than half of the meetings in a financial year.

Relevant legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>ToPH Standing Orders Local Law 2014</i> <i>Local Government Model By-Law (Standing Orders ) No 4</i>
Delegated authority	Nil
Business unit	Governance
Directorate	Corporate Services



<i>Governance to complete this section</i>			
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