

Town of Port Hedland

MINUTES

OF THE

SPECIAL MEETING OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

TUESDAY 12 JANUARY 2010

AT 5:34 PM

IN COUNCIL CHAMBERS McGREGOR STREET, PORT HEDLAND

Purpose of Meeting: To consider

2008/09 Annual Report and Proposed Date for Annual General Meeting of Electors:

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Chris Adams Chief Executive Officer

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 OPENING OF MEETING

1.1 Opening

The Mayor declared the meeting open at 5:34 pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mayor K A Howlett Cr A A Carter Cr S R Martin Cr G J Daccache Cr S J Coates Cr M Dziombak

Mr Chris Adams Chief Executive Officer
Mr Matthew Scott Directory Corporate Services

Mr Russell Dyer Director Engineering

Services

Mr Paul Martin Director Community

Development

Members of the Public 2

Members of the Media 1

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Cr D W Hooper

ITEM 3 PUBLIC TIME

5:34 pm Mayor opened Public Question Time

Nil.

5:34 pm Mayor closed Public Question Time

3.2 Public Statements

5:34 pm Mayor opened Public Statement Time

Nil.

5:34 pm Mayor closed Public Statement Time

ITEM 4 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

ITEM 5 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

The following Members verbally declared to have given due consideration to all matters contained in the Business Paper presented before the meeting.

Cr K A Howlett	Cr G J Daccache
Cr A A Carter	Cr S J Coates
Cr S R Martin	Cr M (Bill) Dziombak

ITEM 6 REPORTS OF OFFICERS

6.1 GOVERNANCE AND ADMINISTRATION

6.1.1 Corporate Services

6.1.1.1 2008/09 Annual Report and Proposed Date for Annual General Meeting of Electors (File No.: ...-...)

Officer Matthew Scott

Director Corporate Services

Date of Report 8 January 2010

Disclosure of Interest by Officer Nil

Summary

For Council to adopt the annual Report for 2008/09 and the proposed date for the Annual General Meeting of Electors

Background

On the 21 December 2009, Council received the completed 2008/09 Financial Statements and Audit Report. Council is now required to consider the adoption of the Annual Report for 2008/09, and subsequently convene the Annual Meeting of Electors.

The Annual Report is the final report for the 2008/09 and effectively is the Council's report card to the Community. The contents of the Annual report are prescribed by the Local Government Act 1995, and associated regulations and must contain:

- 1. A report from the Mayor; and
- 2. A report from the Chief Executive Officer; and
- 3. An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
- 4. The financial report for the financial year; and
- 5. Information relation to the payments made to employees;
- 6. The auditor's report for the financial year; and
- 7. A report must be made under section 29(2) of the *Disability* Services Act 1993; and
- 8. Such other information as may be prescribed.

Following Council's endorsement of the Annual Report, Council can advertise the report (14 days notice) and convene the Annual General Meeting of Electors. The Annual General Meeting of Electors is required to be held within 56 days of when Council adopts the Annual Report.

Consultation

Advice has be sourced from the Department of Local Government to ensure the contents of the Annual Report meet statutory requirements

Statutory Implications

Local Government Act 1995

- "5.54. Acceptance of annual reports
- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.
 - * Absolute majority required.
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.
- 5.27. Electors' general meetings
- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.
- 5.29. Convening electors' meetings
- (1) The CEO is to convene an electors' meeting by giving
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held."

Policy Implications Nil
Strategic Planning Implications Nil
Budget Implications Nil

Officer's Comment

The Annual Report and its contents are a statutory requirement, which Council is required to adopt, if it wishes to have the Annual Electors Meeting within the statutory timeframe.

Council has the option to choose the date and time of this meeting, however it is recommended to hold the meeting on Wednesday 24 February 2010, starting at 7:30 pm. This date coincides with Council's Ordinary Meeting in February.

Attachments

2008/09 Annual Report

200910/215 Council Decision/Officer's Recommendation

Moved: Cr A A Carter **Seconded:** Cr S R Martin

That Council:

- i) adopts the 2008/09 Annual Report as presented;
- ii) advertises the 2008/09 Annual Report and Annual Meeting of Electors giving at least 14 days' local public notice in accordance with Section 5.29 of the Local Government Act; and
- iii) holds the Annual Meeting of Electors on the Wednesday 24 February 2010, commencing at 7:30 pm, at the Port Hedland Civic Centre.

CARRIED 6/0

ITEM 7 CLOSURE

7.1 Closure

There being no further business, the Chairman declared the meeting closed at 5:25 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of 27 January 2010.

CONFIRMATION:

MAYOR	 	
WATOK		
DATE	 	