



**Town of Port Hedland**

**MINUTES**

**OF THE**

**CONFIDENTIAL CONCEPT FORUM  
OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**WEDNESDAY 27 NOVEMBER 2013**

**AT 3:45PM**

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

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

## **Procedures for Concept Forums**

### **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 CONCEPT FORUMS**

Concept Forums will involve Elected Members, staff and, where appropriate, external advisors and provide the opportunity to exchange information and ideas for the development of the Town of Port Hedland.

Concept Forums will generally involve projects or matters that are in the early planning stages and are some time away from being presented to the Council for consideration of a formal decision. During Concept Forums:

- the Chief Executive Officer seeks input from the Elected Members as the research and further drafting concepts for the report progress;
- Elected Members are fully informed on matters to enable decisions to be made in the best interests of the Town;
- Elected Members represent the views of the community in matters.

The input through open and free-flowing exchange of ideas and the willingness to contribute to the Concept Forums will provide invaluable direction to the Chief Executive Officer for the research and eventual reports on the matter.

### **PROCEDURES FOR CONCEPT FORUMS**

The following procedures will apply to Concept Forums that are conducted by the Town of Port Hedland.

1. Concept Forums will be closed to the public and agendas will be Confidential.

2. Where considered appropriate to ensure Elected Members are fully informed on a matter, the proponent for a proposal listed on the agenda may be invited to attend a Concept Forums to provide a presentation, and will be present for so much of that session that applies to their proposal. Where proponents attend a Concept Forum, the subject headings of those matters shall be disclosed to the public.
3. Where a proponent has provided a presentation to a Concept Forums, a report on the matter raised during the presentation will not be progressed to the next scheduled meeting of Council.
4. Dates and times for Concept Forums will be set well in advance.
5. The Chief Executive Officer will ensure timely written notice and a confidential agenda for each Concept Forums will be provided to all Elected Members (at least 3 days prior to the meeting).
6. The Mayor is to be the Presiding Member at the Concept Forums. If the Mayor is unable to assume the role of Presiding Member, then the Deputy Mayor may preside at the Concept Forum. If the Deputy Mayor is unable, those Elected Members present may select one from amongst themselves to preside at the Forum.
7. The Presiding Member at the commencement of each Concept Forum shall:
  - a) Advise Elected Members that there will be no debate on any matters raised during the Session;
  - b) Ensure that the relevant employee, through liaising with the Chief Executive Officer, provides a detailed presentation on matters listed on the agenda for the Forum;
  - c) Encourage all Elected Members present to participate in the Forum and the sharing and gathering of information;
  - d) Ensure that all Elected Members have a fair and equal opportunity to participate in the Forum; and
  - e) Ensure the time available for the Forum is liberal enough to allow for all matters of relevance to be identified.
8. Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Concept Forums. 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 and the Town's Code of Conduct and are enacted upon;
  - b) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.

9. Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future Concept Forum by:
  - a) A request to the Chief Executive Officer; or
  - b) A request made during the Concept Forum.
  
10. A record shall be kept of all Concept Forums. As no decisions are made at a Concept Forum, 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.

## 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 4:00pm.

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

Councillor Gloria Jacob  
Councillor George Daccache  
Councillor Jan Gillingham  
Councillor David Hooper  
Councillor Penny Taylor  
Councillor Lorraine Butson  
Councillor David Van Vugt

**2.2 Apologies**

Councillor Troy Melville

**2.3 Approved Leave of Absence**

Mayor Kelly Howlett  
Councillor Julie Hunt

**ITEM 3 DECLARATIONS OF INTEREST**

Nil

**ITEM 4 PRESENTATIONS FROM OFFICERS****4.1 Office of the CEO****4.1.1 *Review of Town of Port Hedland Working Groups and Forums*****4.2 Community Development****4.2.1 *North West Festival – Overview of North West Festival 2013 and Planning for 2014 event*****ITEM 5 CLOSURE****5.1 Closure**

The Confidential Concept Forum finished at 5:00pm.