



## 1/019 Confidential Briefings

### Objective

The object of this policy is to establish a framework that will provide Elected Members and Town officers the opportunity to:

- share information on upcoming projects and priorities linked to the town's strategic community plan and associated vision;
- discuss future town strategies and associated projects implementation; and
- clarify outstanding matters.

### Content

Confidential Briefings will involve Elected Members, Town of Port Hedland Officers and, where appropriate, external advisors. This will provide the opportunity to exchange information and ideas for the development of the Town of Port Hedland.

Confidential Briefings will generally involve projects or matters that are in the early planning stages. This may result in discussed matters being presented to a future Council meeting for a formal decision.

#### *No decision making*

The input through an open and free-flowing exchange of ideas aims to provide direction to the Chief Executive Officer for research and reporting on the matter, however no debate or decision making is permitted.

#### *Confidentiality*

Confidential Briefings will be closed to the public. All agendas, matters discussed during the meeting and outcomes will be treated as confidential.

Confidential information must not be disclosed in accordance with clause 21(2) of the Town of Port Hedland Code of Conduct ("the Code of Conduct").

#### *Disclosures of interest*

In accordance with Division 6 of the *Local Government Act 1995*, Elected Members, Town Officers and relevant consultants must declare any impartiality, proximity and financial interests and the reason for the interest at the commencement of the meeting. The conflict must be managed in accordance with the Act and Code of Conduct.



A disclosure of interest form is to be completed, and provided to the Town's CEO at the time the disclosure is made or as soon as practicable thereafter.

Should any person(s) declare a proximity or financial interest, they must leave the room whilst the item is being discussed.

#### *Timeframes*

Confidential Briefings are held in accordance with the Town's Council meeting framework as adopted by Council.

The CEO may arrange special confidential briefings or workshops as required.

#### *Presiding Member*

The Mayor is to be the Presiding Member at Confidential Briefings. If the Mayor is unable to assume the role of Presiding Member, then the Deputy Mayor may preside at the meeting. If the Deputy Mayor is unable, those Elected Members present may select one from amongst themselves to preside at the meeting. If no one is selected, the CEO, after consultation with, and obtaining the agreement of two (2) Councillors selected by the CEO, may perform the functions of Presiding Member.

#### *Record Keeping*

A public record shall be kept of all Confidential Briefings. As no decisions are made at a briefing, the record need only be a general record of attendance and any disclosure of interests as declared by individuals. A copy of the record is published on the Town's website here:

<http://www.porthedland.wa.gov.au/documents/?categoryId=505>

Confidential Briefings are not audio or video recorded.

Elected Members not in attendance at the Confidential Briefing will be presented with all information tabled at the forums.



Definitions

*CEO* means Town of Port Hedland Chief Executive Officer.

Relevant legislation	<a href="#">Local Government Act 1995</a> <a href="#">Town of Port Hedland Standing Orders Local Law 2014</a> <a href="#">Local Government Operational Guidelines Number 05</a> <a href="#">Town of Port Hedland Code of Conduct</a> <a href="#">Town of Port Hedland Vision and Values</a>
Delegated authority	Nil
Business unit	Governance
Directorate	Corporate Services

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	201415/177	25 February 2015
	V02	201516/068	28 October 2015
	V03	CM201617/142	22 February 2017
	V04	CM201718/061	1 November 2017
	V05	OCM202122/026	25 August 2021
Review frequency	3 Yearly		

**Document Control Statement** – *The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.*