



1/019 Confidential Briefings

Objective

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

The object of this policy is to set up a well-structured framework that will provide the Council and Town officers the opportunity to:

- Share information on upcoming projects linked to the Town's Strategic Community Plan and associated vision
- Discuss future Town strategies and associated projects implementation
- Clarify outstanding matters

This will ensure that all Elected Members have the opportunity to make the best possible decision for the community, whilst maintaining a high level of accountability, openness, transparency and integrity.

Content

Confidential Briefings will involve Elected Members, ToPH 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 open and free-flowing exchange of ideas and the willingness to contribute to the Confidential Briefings will provide invaluable direction to the Chief Executive Officer for the research and eventual reports on the matter, however no debate or decision making will be allowed to take place.

Town of Port Hedland Code of Conduct and Values

All participants at Briefings are expected to abide by the Town's values, these being:

- Quality
- Unity
- Integrity



ToPH officers and Elected Members are also expected to abide by the Town of Port Hedland Code of Conduct.

Confidentiality

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

Breaches of confidentiality will be treated in accordance with section 6 'Use of Information' of the *Local Government (Rules of Conduct) Regulations 2007*.

Disclosures of interest

In accordance with the *Local Government Act 1995* sections 5.65, 5.70 and 5.71, and *Local Government (Administration) Regulation 34C*, 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.

A disclosure of interest form is to be completed, and given to the Town's Governance team as soon as practicable.

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.

Special briefings or workshops shall be arranged 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.



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 recorded.

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

Definitions

Nil.

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

<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
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