



1/019 Council Briefings

Objective

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

- share information on upcoming projects and priorities linked to the Town's strategic community plan and associated vision,
- review and provide feedback on the upcoming Agenda,
- discuss future Town strategies and associated projects implementation, and clarify outstanding matters.

Content

Council Briefings will involve Elected Members, Town Officers and, where appropriate, external advisors. Council Briefings include Agenda Feedback Sessions (AFS), Confidential Briefings and Workshops. This will provide the opportunity to exchange information and ideas for the development of the Town. Council Briefings typically cover projects or issues that are in the initial planning phases. As a result, the matters discussed during these briefings may be presented at a future Council meetings for an official 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

All Council 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 and Town Officers 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

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

The CEO may arrange special Council Briefings or workshops as required.

Presiding Member

The Mayor is to be the Presiding Member at all Council 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 Council 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.

Recording of Council Briefings

All Council Briefings shall be subject to recording. External presenters, discussions on Town Planning matters and matters of a legal, commercial or personal nature will not be recorded. Consultants working for the Town may only be recorded subject to their approval. The recorded content will be securely disposed of in accordance with the *State Records Act (WA) 2000* and the *DA 2015-001/1 General Disposal Authority for Local Government Records (GDA)*.

Elected Members who are unable to attend a Council Briefing will receive access to all information presented during the forums, either in electronic or hard copy format.

Electronic Attendance by Elected Members

The participation of Elected Members through electronic means in all Council Briefings shall be handled in accordance with and adhering to the guidelines outlined in the policy titled "Electronic Meetings and Electronic Attendance Policy GOV 4/011".

Definitions

“Agenda Feedback Session” is a non-statutory meeting held by Council to ask questions, receive presentations and seek clarification on officer reports presented within the draft Ordinary Council Meeting agenda.

“CEO” means Town of Port Hedland Chief Executive Officer.

“Confidential Briefing” is a non-statutory briefing providing updates to elected members on strategically significant issues and projects

“Elected Member” is an individual who has been elected and currently holds a valid position, as defined by the Local Government Act 1995, as a council member of the Town of Port Hedland

“Recording” is an audio only recording that will capture speech, sound or audio signals in a digital format for playback and future use

“Workshop” is a non-statutory meeting of Council, which may be called upon from time to time, for the purpose of raising and discussing matters that are issue-specific with a strategic and/or community-wide significance

Relevant legislation	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 State Records Act (WA) 2000 DA 2015-001/1 General Disposal Authority for Local Government Records (GDA)
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
	V06	CM202324/164	29 November 2023



Review frequency	3 Yearly
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