

Council Meetings – Matters for Closed Sessions Policy

- Section:** 1.2.3 – Governance
- Subject :** Council Meetings - Matters for Closed Sessions
- Description:** This document supports Council’s Code of Meetings Practice – Part 5 (Closed Parts of the Meeting)
- Applies to:** All Council Departments
- Objective:**
- To ensure that reporting procedures are well documented.

Policy:

Policy Statement:

Council may close the Council meeting to the public and the press in circumstances provided for by Section 10A of the Local Government Act 1993. Matters of a personal or confidential nature, which do not come within the grounds provided under Section 10A of the Act, cannot be discussed in the closed part of a Council or Committee meeting, where the committee consists entirely of Councillors.

Committee meetings consisting of councillors and other persons are not bound by Section 10A of the Act and can be delegated to consider matters of a personal or confidential nature not covered by Section 10A (2) of the Act.

The decision to determine that a matter is to be discussed during the closed part of the meeting is to be made by resolution of Council. The initial determination to have an item listed on the Council Agenda as being “to be considered in closed session” will be made by the General Manager in preparing the meeting agenda, however the determination to consider the matter in closed session can only be made by Council.

Exemptions: Nil

Other Matters: Nil

Responsibility: **Councillors** are responsible for adopting the Policy.

The **General Manager** has the responsibility to review, update, authorise and implement the Policy.

Directors and Managers are responsible for implementing the Policy.

Related Documents:

- Local Government Act 1993

Review: This Policy will be reviewed as necessary or at least every four (4) years from date of adoption.

Last review: August 2013

Reviewer: General Manager and Councillors

Resolution # 265/97, 410/03 (September 2003), 94/05 (March 2005), 419/09 (September 2009), 45/11 (February 2011), 249/13 (August 2013).

Authorised by:

General Manager

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Date