



CLOSURE OF MEETING TO PUBLIC POLICY

Adoption Date: July 2023

Revision Date: July 2024

Division: Corporate

Responsible Officer: Chief Executive Officer

Note: P – Primary Author
S – Secondary Author

1. Purpose

To clearly specify the instances where Council Ordinary and Committee Meetings will be closed to the public.

2. Application of this Policy

This policy applies to all

3. Definitions and explanation of terms

4. Responsibilities

5. Authority

Local Government Act 2009 provides that meetings are open to the public unless the Local Government or Committee decides by resolution that the Meeting be closed to the public under section 84 of LGA 2009.

The latter section sets out eight (8) instances when a Meeting can be considered necessary to be closed. It is clear that a general resolution cannot be made closing all meetings in these circumstances, as a resolution is required, specific to each Meeting. This presents some difficulties with members of the public who may travel to a Council Meeting only to discover that a resolution is passed closing it to the public. As the Chief Executive Officer or anyone cannot pre-empt a resolution to close a Meeting, a legal means was required which would give an indication to the public that a Meeting would be closed in certain circumstances. By adopting a Policy that Council will close Meetings in accordance with the provisions of LGA 2009 of the Act and publicizing this fact, the public will be less likely to be inconvenienced when attending Meetings and it will also serve as direction for Members to resolve to close a meeting.

Council will resolve to close Meetings where the following items are discussed in accordance with the provisions of the Local Government Act 2009: (a) the appointment, dismissal or discipline of employees; (b) Industrial matters affecting employees; (c) the Council Budget; (d) rating

concessions; (e) contracts proposed to be made; (f) starting or defending legal proceedings; (g) any action taken by Council under the Local Government (Planning and Environment Act) 1990, including deciding application made to it under that Act; (h) other business for which a public discussion would be likely to prejudice the interests of Council or someone else, or enable a person to gain a financial advantage. The Chief Executive Officer is authorised to indicate on all agendas prepared whether in his opinion an item on that agenda is likely to fall within the Policy and be discussed in closed session.

6. Variations

the Council reserves the right to vary, replace or terminate this policy from time to time.

7. Workplace participant acknowledgement

I acknowledge:

- *receiving the Council Policy;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Your name: _____

Signed: _____

Date: _____

Policy implemented by Manager Finance and Administration as delegated by the Chief Executive Officer
Policy commences immediately on adoption by Council
Policy applies to all employees of the Council.

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