



## **WEIPA TOWN AUTHORITY POLICY**

### **Closed Sessions**

<b>Policy Number:</b>	<b>WTA – P – WTA02</b>	<b>Date Adopted:</b>	<b>20/06/2008</b>
<b>Version:</b>	<b>02</b>	<b>Review Date:</b>	<b>Jun-2012</b>

### **INTENT**

This policy has been developed to satisfy the *Rio Tinto Alcan & Weipa Town Authority Management Protocols*, paragraph 5.4(a): The WTA will develop, implement and continually review a policy for the tabling and discussion of reports in sessions closed to public attendance & scrutiny in partnership with RTA. The policy will be based upon Qld legislation and guidance notes as issued by the Queensland Department of Local Government.

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### **POLICY**

1. Meetings of the Weipa Town Authority (WTA) will be open to the public unless the WTA has resolved that the meeting be closed.
2. A separate agenda will be prepared for any closed session and only distributed among WTA Members and employees nominated by the Chief Executive Officer (CEO) of the WTA.
3. Should the CEO remain unsure whether a matter needs to be discussed in a closed session, the CEO will seek independent advice.
4. A report will be produced on issues proposed for closed sessions. The report will not be reproduced for general circulation.
5. A motion will be moved & seconded to allow the meeting to adjourn to a closed session. At this point the meeting will become closed to the public, and only members and persons permitted by the Chair will remain in the meeting. Those persons remaining in the room will be bound to keep all details of the report and discussion confidential.
6. A resolution will be recorded, moved and seconded on the outcome of any report that has been considered during a closed session and published within the minutes of the meeting.
7. The WTA can resolve to enter into a meeting closed to the public in accordance with section 463 of the Local Government Act 1993 to discuss the following:
  - 7.1. discussions regarding employees;
  - 7.2. the WTA budget;
  - 7.3. rating concessions;

