

ADMINISTRATION POLICIES



COUNCIL – COUNCILLORS POLICY

Objective

To provide a framework for the efficient and effective administration of Council and ensure that the community is well informed of Council decisions.

Policy

A. Requests for Work

Minor works requests are to be referred direct to the General Manager.

Reason

To ensure requests for work are dealt with expeditiously.

B. Business Paper

1. Closing date for correspondence to be at 12:00 noon on the Monday, nine (9) days prior to the Council Meeting. Any correspondence received after that day, and before the Meeting day and considered by the General Manager as necessary to be dealt with expeditiously by Council, is to be submitted as Late Correspondence.
2. All Ordinary Meeting Agendas to be posted or delivered to Councillors before 12:00 noon on the Thursday prior to the last Wednesday in each month.
3. Council Senior Officers and Delegates are to complete their Reports, where possible, prior to 12:00 noon on Tuesday, eight (8) days prior to the Council Meeting.

Reason

To ensure the timely production and distribution of Council's monthly business paper.

C. Council Chambers

- a) The Meeting Room shall be available for hire to local organisations free of charge and in order of application.
No recreational use shall be permitted.
- b) Official opening hours of the Office shall be from 8.30am to 5:00pm, Monday to Friday.

Reason

To provide a Meeting Room for local organisations and to define Office hours.

D. Meetings - Exclusion of Public

Objective

To provide a framework for the efficient and effective administration of Council and to ensure that the community is well informed of Council's decisions.

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Policy

The Council or Committee of the Whole shall close to the public only so much of its Meeting as comprises the receipt or discussion of any of the following matters:-

- a) Personnel matters concerning particular individuals.
- b) The personal hardship of any resident or ratepayer.
- c) Commercial information the disclosure of which would be likely:-
 - * To prejudice the commercial position of the person who supplied it.
 - * To confer a commercial advantage on a competitor or the Council.
 - * To reveal a trade secret.
- d) Proposals for:-
 - * The sale or purchase of land.
 - * The rezoning of land.
 - * Entering into contracts of any kind if prior knowledge of those proposals could confer an unfair financial advantage on any person.
- e) Information that is subject to legal obligations or confidence.
- f) The receipt and consideration of legal advice concerning litigation.
- g) Information the disclosure of which would prejudice the maintenance of the law.
- h) Matters affecting the security of the Council, Councillors, Council Staff or Council property.
- i) A motion to close the Meeting to the public.

The grounds on which a Meeting is closed to the public must be specified in the decision to close the Meeting and recorded in the Minutes of the Meeting.

Reason

To clearly define the circumstances under which the public shall be excluded from Meetings of the Council.

*Approved Council Meeting 29th September, 1983 - Minute No. 593/83.
Amended Council Meeting 26th March, 1987 - Minute No. 85/87.
Amended Council Meeting 29th October, 1987 - Minute No. 451/87.
Amended Council Meeting 28th January, 1988 - Minute No. 47/88.
Amended Council Meeting 26th October, 1988 - Minute No. 438/88.
Amended Works Committee Meeting 25th October, 1989 - Minute No. 415/89.
Amended Works Committee Meeting 25th July, 1990 - Minute No. 267/90.
Amended Council Meeting 1st July, 1993 - Minute No. 226/93.
Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.
Amended Council Meeting 26 November 2008 – Minute No.:84/0809*