



## AGENDA

FOR THE SPECIAL MEETING

OF COUNCIL

TO BE HELD ON

Tuesday 10 June 2014

AT 3.00 pm

## SHIRE OF YALGOO

### NOTICE OF SPECIAL COUNCIL MEETING

A SPECIAL MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON TUESDAY  
10 JUNE 2014 COMMENCING AT 3.00pm.

Purpose of Meeting –

- 1/. Consideration of matters affecting employees 5.23 (2) (a)

**N Grinham**  
President, Yalgoo Shire Council

4 June 2014

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Agenda for the Special Meeting of the Yalgoo Shire Council,  
To be held in the Council Chambers, 37 Gibbons Street, Yalgoo,  
on 10 June 2014, commencing at 3:00pm.

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

MEMBERS

STAFF

GUESTS

OBSERVERS

LEAVE OF  
ABSENCE

APOLOGIES

**3. DISCLOSURE OF INTERESTS**

Disclosures of interest made before the Meeting

## **4. PUBLIC QUESTION TIME**

### **4.0 RESPONSE TO QUESTIONS TAKEN ON NOTICE**

#### **4.1 QUESTIONS WITHOUT NOTICE**

## **5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Item 14.1 Consideration of a matter affecting an employee 5.23 (2) (a)

## **6. BUSINESS AS NOTIFIED**

### **6.0 Purpose of Meeting**

The purpose of the Special Meeting is to:

- Consideration of a matter affecting an employee 5.23 (2) (a)

## 7. MATTERS FOR DECISION

## 8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

### 8.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed. Fines of up to \$10,000 or two years imprisonment apply to certain offences relating to misuse of information.

The following legislative extracts were downloaded from [www.auslii.edu.au](http://www.auslii.edu.au) on 8 November 2010.

#### Local Government Act 1995

##### 5.23. Meetings generally open to the public

- (1) Subject to subsection (2), the following are to be open to members of the public —
- (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees;
  - (b) the personal affairs of any person;
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret;
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
  - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971* ; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

**5.92. Access to information by council, committee members**

(1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

(2) Without limiting subsection (1), a council member can have access to —

(a) all written contracts entered into by the local government; and

(b) all documents relating to written contracts proposed to be entered into by the local government.

**5.93. Improper use of information**

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

(a) to gain directly or indirectly an advantage for the person or any other person; or

(b) to cause detriment to the local government or any other person.

Penalty: \$10 000 or imprisonment for 2 years.

**Local Government (Rules of Conduct) Regulations 2007****6. Use of information**

(1) In this regulation —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;

**non-confidential document** means a document that is not a confidential document.

(2) A person who is a council member must not disclose —

(a) information that the council member derived from a confidential document; or

(b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subregulation (2) does not prevent a person who is a council member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council

determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

## 8.1 Consideration of a matter (detail) 5.23 (2) (a)

### Motion to Close the Meeting to the Public

Voting Requirements - Simple Majority

#### OFFICER RECOMMENDATION

##### Close Meeting to the Public

That the meeting be closed to the public to discuss (detail) (LGA s. 5.23 (2) (a)).

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Motion put and carried/lost

The meeting was closed to the public at \_\_\_\_\_.

Remaining in the meeting were:

### Motion to Open the Meeting to the Public

Voting Requirements - Simple Majority

#### OFFICER RECOMMENDATION

##### Open Meeting to the Public

That the meeting be re-opened to the public.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Motion put and carried/lost

The meeting was reopened to the public at \_\_\_\_\_.

## 9. MEETING CLOSURE