



UNCONFIRMED MINUTES
OF THE SPECIAL MEETING
OF COUNCIL
HELD IN THE COUNCIL CHAMBERS, YALGOO
ON 29 AUGUST 2016
COMMENCING AT 1:30 PM



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Minutes of the Special Meeting of the Yalgoo Shire Council,
held in the Council Chambers, 37 Gibbons Street, Yalgoo,
on 29 August 2016, commencing at 1:30 pm.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

In the absence of the Shire President Neil Grinham, the Shire Deputy President, Raul Valenzuela, assumed the chair and declared the Special Meeting open at 1:31 pm.

With the consensus of the Councillors the Shire Deputy President, Raul Valenzuela adjourned the meeting accordingly at 1:32 pm.

The Shire President Neil Grinham and Cr Bob Grinham arrived at 2:00 pm.

The Shire Deputy President, Raul Valenzuela re-opened the meeting at 2:06 pm and the Shire President Neil Grinham assumed the chair.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS	Cr Neil A Grinham, Shire President (2:06 pm) Cr M Raul Valenzuela, Deputy Shire President Cr Bob Grinham (2:06 pm) Cr Percy Lawson Cr Gail Trenfield Cr Joanne Kanny
STAFF	Silvio Brenzi, CEO Karen Malloch, Executive Assistant (EA)

GUESTS

OBSERVERS

LEAVE OF
ABSENCE

APOLOGIES

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting

Nil

4. PUBLIC QUESTION TIME

RESPONSE TO QUESTIONS TAKEN ON NOTICE

Nil

QUESTIONS WITHOUT NOTICE

Nil

5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

6. BUSINESS AS NOTIFIED

Purpose of Meeting

The President in accordance with a resolution adopted at the Ordinary Council Meeting held on 19 August 2016, has called a Special Council Meeting for the purpose of adopting the 2016-2017 Annual Budget.

Council is requested to consider the following reports:

6.1.1 Differential General Rates 2016-17

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	25 August 2016
Attachments (yellow cover)	Letter dated 24 August 2016 from the Department of Local Government and Communities

Matter for Consideration

The purpose of the report is for council to adopt the differential general rates imposed on the rateable property within each differential rating category. The differentiated rating categories determined by the Council are as follows.

Gross Rental Value	Rate in \$	Minimum Rate
Town Imposed	7.45464 cents	\$270.00
Town site Vacant	7.45464 cents	\$620.00

Unapproved Value	Rate in \$	Minimum Rate
Pastoral/Rural	6.575168 cents	\$270.00
Mining/Mining Tenement	37.43025 cents	\$270.00
Exploration/Prospecting	19.88253 cents	\$270.00

In accordance with Section 6.32, 6.33 and 6.36 of the Local Government Act 1995 the following actions were undertaken:

- 1/. The proposed differential general rates and minimums were advertised.
- 2/. One submission received and considered.
- 3/. Ministerial approval was obtained in accordance with Section 6.33(3) of the Local Government Act 1995.

The deficiency of expenditure over income for the purpose of striking the rates for the 2016-17 financial year amounts to \$1,721,751 and results in a decrease in revenue of \$54,281 when compared to rates levied, interim rates received, surrender of mining tenements and rates write-offs in 2015-16.

Background

The Council at its Ordinary Meeting held on 19 August 2016 resolved that it intended to impose the rate in the dollar and minimums for each of the differential rating categories as detailed above.

Department of Local Government and Communities requested that the Shire reconsider the rates in the dollar and minimums previously advertised on the basis that they were too high and that the Shire should consider efficiencies as the proposed rate increases could not be supported.

Statutory Environment

Local Government Act 1995

s.6.32, 6.33 and 6.36

Consultation

- Dominic Carbone
- DLGC

Comment

A letter dated 24 August 2016 received from the Department of Local Government and Communities stating that approval has been given to the Shire to impose differential general rates which are more than twice the lowest rate in the dollar for UV Exploration/Prospecting and Mining/Mining Tenement.

Voting Requirements

Absolute Majority

The CEO explained to the Elected Members whom had not been able to attend the Ordinary Meeting on 29 August 2016, the reasons why the Minister for Local Government & Communities did not approve the Mining/Mining Tenement rate previously proposed by Council.

Council moved to retain the rates in the dollar and minimums imposed in the 2015-16 financial year (C2016-0805).

It was then moved:

OFFICER RECOMMENDATION/COUNCIL DECISION**S2016-0801 Differential General Rating 2016/2017**

That Council adopts the following differential general rates for the 2016/2017 financial year.

Gross Rental Value	Rate in \$	Minimum Rate
Town Improved	7.45464 cents	\$270.00
Town Site Vacant	7.45464 cents	\$620.00

Unapproved Value	Rate in \$	Minimum Rate
Pastoral/Rural	6.575168 cents	\$270.00
Mining/Mining Tenement	37.43025 cents	\$270.00
Exploration/Prospecting	19.88253 cents	\$270.00

Moved: Cr R Valenzuela Seconded: Cr J Kanny Motion put and carried by Absolute Majority 6/0

6.1.2 Payment of Rate Charge 2016-17

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	25 August 2016
Attachments (yellow cover)	

Matter for Consideration

The purpose of the report is for the Council to consider and impose a rate of interest on overdue rates for the 2016/17 financial year.

Background

Section 6.45 of the Local Government Act 1995 states that Rates charged may be made by single payment or a person may elect to make payment by 4 equal or nearly equal instalments, or such other method of payment by instalments as is set in the annual budget. A local Government may impose an additional charge (including an amount by the way of interest where payment of a rate charge is made by instalments).

The Shire has traditionally offered a four instalment payment option.

Financial Management Regulation 67 and 68 permits a council to impose additional charges where payment of rates is by instalments.

Section 6.50 of the Local Government Act 1995 permits a Council to determine when a rate charge becomes due and payable. The due date cannot be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued. Where a person elects to pay a rate charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.

It is recommended that the due date of each instalment for the 2016/2017 financial year is as follows:

- 1st Instalment Friday, 21 October 2016
- 2nd Instalment Wednesday, 21 December 2016
- 3rd Instalment Tuesday, 21 February 2017
- 4th Instalment Tuesday, 25 April 2017

Section 6.51 of the Local Government Act permits the Council to impose on a rate or service charge that remains unpaid (including by instalments):

- a) Where no election has been made to pay the rate charge by instalments due
 - (I) After it becomes due and payable; or
 - (II) 35 days after the date of issue of the rate notice whichever is the later.
- b) Where an election has been made to pay the rate charge by instalments and an instalment remains unpaid after its due and payable.

Financial Management Regulation 70 states that the maximum rate of interest on overdue rates to be imposed under Section 6.51 of the Local Government Act is 11%.

It is recommended that Council impose a rate of interest of 11% to apply on overdue rates and service charges.

Section 6.45 permits a Council to impose an additional charge for the recovery of the additional cost of administration for payments made by instalment, including an amount by way of interest. Regulation 68 limits the maximum component to be imposed to be of 5.5%.

In recognition of foregone interest earnings the Shire could otherwise have achieved if rates payments were received in one payment earlier in the financial year, together with the increased administrative burden in managing multiple instalments which includes the costs of printing, postage and handling, it is recommended that the City apply an instalment Administration charge of \$10 (GST free). This would only be applicable to the second/third/fourth instalment as one charge where ratepayers elect to pay by the prescribed instalment due dates, and any alternative payment plan arrangements established.

Financial Consideration

The 2016/2017 Annual Budget has included \$1,000 for the interest charge on overdue rates.

Financial Management Regulation 71 details the method of calculation of interest on overdue rates.

- 1) Interest on rates and service charges and the cost of any proceedings to recover such charges, that remain unpaid after the due date of becoming due and payable (“the due date”) is to be calculated on a simple interest basis for the number of days from the due date until the day before the day on which a payment is received by the local government.
- 2) The principal sum on which interest is calculated for a financial year may include interest accrued but not paid in a previous financial year but is not to include interest accrued in the current financial year.
- 3) If payment is received by the local government during the period 1st July in a financial year until the annual budget for that financial year is adopted, interest referred to in sub regulation (1) for the period is to be at the interest imposed under section 6.51 (1) for the previous financial year.

The 2016/17 Annual Budget has included \$12,500 for charges to be divided on the instalment plan (administration charge plus rate of interest).

Statutory Environment

Local Government Act 1995

s.6.45, 6.51 and Financial Management Regulations 67, 68, 70 and 71.

Consultation

- Dominic Carbone
- DLGC

Comment

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2016-0802 Payment of Rate Charge 2016-17

That Council:

- 1/. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment administration charge of \$10 (GST free), and interest of 5.5 %.**
- 2/. Pursuant to Section 6.51 of the Local Government Act 1995, Impose an 11% rate of penalty interest on overdue rates that remain unpaid.**

Moved: Cr J Kanny

Seconded: Cr B Grinham

Motion put and carried by Absolute Majority 6/0

6.1.3 Imposition of Fees and Charges for 2016-17

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	25 August 2016
Attachments (yellow cover)	

Matter for Consideration

The purpose of this report is for Council to give consideration to adopting the Fees and Charges detailed in the schedule of Fees and Charges incorporated in the 2016/17 Annual Budget.

Background

Pursuant to Section 6.16 of the Local Government Act 1995 and Financial Management Regulation 25, A Local Government may impose and recover a fee for a charge for any goods or services it provides or proposes to provide other than a service for which a service charge is imposed.

Notes to the Annual Budget No 16 – Fees and Charges information, details total Revenue to be delivered from fees and charges for each program as required by Financial Management Regulation 25. The Total revenue estimated for the 2016/17 financial year amounts to \$189,666 from these sources.

Statutory Environment

Local Government Act 1995s 6.16 and Financial Management Regulation 25

Consultation

- Dominic Carbone
- DLGC

Comment

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2016-0803 Imposition of Fees and Charges for 2016-17

That Council pursuant to Section 6.16 of the Local Government Act 1995, adopts the Fees and Charges detailed in the “Schedule of Fees and Charges” in report 2016/17 Annual Budget.

Moved: Cr J Kanny Seconded: Cr G Trenfield Motion put and carried by Absolute Majority 6/0

6.1.4 Rate Payment Incentive Scheme for 2016-17

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	25 August 2016
Attachments (yellow cover)	

Matter for Consideration

The purpose of this report is to inform Council of the rate incentive scheme prize to ratepayers for the 2016/17 Financial Year.

Background

Council in past years approved a rate incentive scheme as an incentive for ratepayers to pay their rates by the due date in one lump sum by way of a \$1000.00 cash payment.

The sum of \$1000 has been allocated in the 2016/17 Annual Budget for an early incentive payment.

The following prize is offered by the Shire:

Cash prize of \$1000.00 to the first drawn of the ratepayers who have paid their rates by the due date and in one lump sum.

Statutory Environment

Nil

Consultation

- Dominic Carbone
- DLGC

Comment

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

S2016-0804 Rate Payment Incentive Scheme for 2016-17

That Council:

- 1/. Receive Report No 6.1.4 Rate Payment Incentive Scheme for 2016/17
- 2/. The draw for the prize to be conducted on Friday, 28th October 2016.

Moved: Cr G Trenfield

Seconded: Cr R Valenzuela

Motion put and carried 6/0

6.1.5 Monthly Statement of Financial Activity – Reporting of Material Variance

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	25 August 2016
Attachments (yellow cover)	

Matter for Consideration

The Local Government Financial Management Regulations 1996 requires a Local Government to prepare monthly Financial Activity Statements and report Material Variance. Council is now required to set the material variance for the 2016/17 financial year.

Background

Regulation 34 of the Local Government (Financial Management) Regulation 1996 require the following in relation to the Financial Activity Statement:

- 1/. A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d). for that month in the following detail-
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8.
 - (b) Budget estimates to the end of month to which the statement relates:
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) The net current at the end of month to which the statement relates.
- 2/. Each Statement of Financial Activity to is to be accompanied by documents containing-
 - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d) ; and
 - (c) Such other supporting information as is considered relevant by the local government.
- 3/. The information in a Statement of Financial Activity may be shown-
 - (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- 4/. A Statement of Financial Activity and the accompanying documents referred to in sub regulation (2) are to be
 - (a) Presented to the Council:
 - (i) At the next ordinary meeting of the Council following the end of the month to which the statement relates; or
 - (ii) If the Statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the Council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- 5/. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in Statements of Financial Activity for reporting material variances.

- 6/. In this regulation:
 “committed assets” means revenue unspent but set aside under the annual budget for a specific purpose;
 “restricted assets” means an asset the use of which is restricted wholly or partly by a law made or a requirement imposed outside of the control of the local government. Where the restriction is relevant to assessing the performance, financial position or financing and investment of the local government.

Accordingly in order to meet the reporting requirements of the Statement of Financial Activity Council is required to give consideration to setting the following material variances, as per previous years.

- 10% or \$10,000 whichever is the greater

Statutory Environment

Financial Management Regulation 34

Consultation

- Dominic Carbone
- DLGC

Comment

The Budget Statement of Financial Activity has been prepared and is incorporated in the 2016-17 Annual Budget. The Statement details the estimated sources of revenues and application of funds on a monthly basis year to date. These estimates will be utilised to analyse the material variances on a monthly basis.

Voting Requirements

Absolute Majority

The CEO explained to the Elected Members the importance of material variances for Local Government transparency and compliance.

It was then moved:

OFFICER RECOMMENDATION/COUNCIL DECISION

S2016-0805 Monthly Statement of Financial Activity – Reporting of Material Variance

That Council in accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations and Australian Accounting Standard Number 5, adopts the following material variance for the 2016/17 Financial Year.

- 10% or \$10,000 whichever is the greater.

Moved: Cr R Valenzuela Seconded: Cr J Kanny Motion put and carried by Absolute Majority 6/0

6.1.6 2016-17 Annual Budget

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	25 August 2016
Attachments (yellow cover)	

Matter for Consideration

The purpose of this report is for Council to give consideration and adopt the 2016/17 Annual Budget.

Background

The 2016/2017 Annual Budget has been prepared in accordance with Section 6.2 of the Local Government Act 1995 and Financial Management Regulations Part 3, Regulations 22 to 33.

DETAILS

The 2016/2017 Annual Budget comprises the following information, which is contained in the Budget Booklet:

- Budget Statement of Comprehensive Income for the year ending 30 June 2017
- Budget Rate Setting Statement for the year ending 30 June 2017
- Budget Cash flow Statement for the year ending 30 June 2017
- Budget Financial Activity Statement for the year ending 20 June 2017
- Statement of Rating Information for the year ending 30 June 2017
- Notes to the Annual Budget:
 - 1) Significant Accounting Policies
 - 2) Operating, Revenues and Expenses
 - 3) Descriptions of Functions/Activities
 - 4) Operating, Revenues and Expenses
 - 5) Cash
 - 6) Disposal of Assets
 - 7) Borrowing Information
 - 8) Reserves
 - 9) Cash Flow Information
 - 10) Trust Fund Information
 - 11) Comparison with Rate Setting Budget
 - 12) Rating Information
 - 13) Service Charges
 - 14) Information about Discounts, Incentives, Concessions and Write Offs
 - 15) Interest Charges for the Late Payment of Rate Charges

- 16) Fees and Charges Information
- 17) Investments
- 18) Council Members – Fees, Expenses and Allowances
- 19) Depreciation and Non- Current Assets
- 20) Major Land Transactions
- 21) Joint Venture
- 22) Trading Undertakings
- 23) Capital and Leasing Commitments
- 24) Financial Instruments
- 25) Position at Commencement of Financial Year
- 26) Acquisitions of Assets
- Schedule of Fees and Charges

Statutory Environment

Section 6.2 of the Local Government Act 1995 and Financial Management Regulations 22 to 33

Consultation

- Dominic Carbone
- DLGC

Comment

The 2016-17 Annual Budget has been prepared pursuant to the requirements of Section 6.2 of the Local Government Act 1995 and the Financial Management Regulations 22 to 33.

ATTENDANCE: 3.23 pm Cr G Trenfield left the meeting.

3.25 pm Cr G Trenfield rejoined the meeting.

ATTENDANCE: 3.26 pm Cr R Valenzuela left the meeting.

3.27 pm Cr R Valenzuela rejoined the meeting.

ATTENDANCE: 3.34 pm Karen Malloch, (EA) left the meeting.

3.37 pm Karen Malloch, (EA) rejoined the meeting.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION**S2016-0806 2016-17 Annual Budget****That Council:**

- (1) Pursuant to Section 6.2 of the Local Government Act 1995 and Financial Management Regulation Part 3, Regulation 22 to 33, adopts the following Annual Budget as attached hereto.**
- (a) Budget Statement of Comprehensive Income for the year ending 30 June 2017**
- (b) Budget Rate Setting Statement for the year ending 30 June 2017**
- (c) Budget Cash Flow Statement for the year ending 30 June 2017**
- (d) Budget Financial Activity Statement for the year ending 30 June 2017**
- (e) Statement of Rating Information for the year ending 30 June 2017**
- (f) Notes to the Annual Budget, being:**
 - 1) Significant Accounting Policies**
 - 2) Operating, Revenue and Expenses**
 - 3) Descriptions of Functions/Activities**
 - 4) Operating, Revenues and Expenses**
 - 5) Cash**
 - 6) Disposal of Assets**
 - 7) Borrowing Information**
 - 8) Reserves**
 - 9) Cash Flow Information**
 - 10) Trust Fund Information**
 - 11) Comparison with Rate Setting Budget**
 - 12) Rating Information**
 - 13) Service Charges**
 - 14) Information about Discounts, Incentives, Concessions and Write Offs**
 - 15) Interest Charges for the Late Payment of Rate Charge**
 - 16) Fees and Charges Information**
 - 17) Investments**
 - 18) Council Members – Fees, Expenses and Allowances**
 - 19) Depreciation on Non- Current Assets**
 - 20) Major land Transaction**
 - 21) Joint Venture**
 - 22) Trading Undertakings**
 - 23) Capital and leasing Commitments**
 - 24) Financial Instruments**
 - 25) Position at Commencement of Financial Year**
 - 26) Acquisitions of Assets**
- (g) Schedule of fees and Charges for 2016/17**

Moved: Cr G Trenfield**Seconded: Cr J Kanny****Motion put and carried by Absolute Majority 6/0**

6.1.7 Appointment of Auditors

The CEO informed the Council of the need to appoint an auditor for the 2016-17 financial year and recommended that RSM be appointed accordingly.

Voting Requirements

Simple Majority

COUNCIL DECISION

S2016-0807 Appointment of Auditors

That Council approve the extension of the Annual Audit Contract with RSM to complete the 2016/17 financial year.

Moved: Cr R Valenzuela

Seconded: Cr P Lawson

Motion put and carried 6/0

Subsequent to the adoption of the above-mentioned resolution, it was noted that the purpose of the Special Council Meeting was for the adoption of the 2016-17 Annual Budget. Accordingly, the above resolution will not be acted upon, and referred to the Council Audit Committee for action.

7. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

7.0 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.austlii.edu.au on 30 August 2016.

Local Government Act 1995

s5.23. 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.

s5.92 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.

s5.93. 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

s6. 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. MEETING CLOSURE

There being no further business the President closed the meeting at 4.12 pm.

DECLARATION
 These minutes were confirmed by Council at the Ordinary Meeting held on _____

Signed: _____
 Person presiding at the meeting at which these minutes were confirmed

