

# Armidale

## Regional Council

### ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 24 August 2016  
9am

at

Armidale Council Chambers

**PRESENT:** Administrator, Dr Ian Tiley.

**IN ATTENDANCE:** Mr Glenn Wilcox (Interim General Manager), Mr Greg Meyers (Director Planning and Environment; and Community Development), Mr Keith Lockyer (Chief Financial and Information Officer), Mr Andre Kompler (Director Regional Services), Mr Rob Shaw (Director Regional Infrastructure), Mr Ralf Stoeckeler (Director of Engineering), Ms Jessica Jones (Executive Officer).

MINUTES

1. CIVIC PRAYER AND RECOGNITION OF TRADITIONAL OWNERS  
ADVICE REGARDING TAPING OF MEETINGS
2. CONFIRMATION OF PREVIOUS MINUTES

**CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 10 AUGUST 2016**

104/16

**RECOMMENDATION**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

**The recommendation was ADOPTED.**

3. DECLARATIONS OF INTEREST

Mr Glenn Wilcox, Interim General Manager declared an interest in relation to Item 10.1 DA-119-2016, 180 Shannon Rd ARMIDALE, Alterations & Additions.

Dr Ian Tiley declared a non-pecuniary interest in relation to item 6.1 Memorandum of Understanding with the Centre for Local Government, School of Business, University of New England, as Dr Tiley is a member for the Centre for Local Government at UNE.

4. HAVE YOUR SAY ON AN AGENDA ITEM

Professor Brian Dollery spoke on item 6.1 Memorandum of Understanding with the Centre for Local Government, School of Business, University of New England.

Mr Peter Heilbuth spoke on item 6.2 Memorandum of Understanding - TAFE NSW and Armidale Regional Council.

Ms Jan Bavea spoke on item 6.4 Lifeline usage of Kent House.

5. DEPUTATIONS BY COMMUNITY GROUPS/ORGANISATIONS

Nil.

6. ADMINISTRATOR MINUTES

**6.1 Memorandum of Understanding with the Centre for Local Government, School of Business, University of New England**

*Ref: AINT/2016/04039*

105/16

**RECOMMENDATION**

**That Council enters into a Memorandum Of Understanding with the Centre for Local Government, School of Business, University of New England.**

**The recommendation was ADOPTED.**

**6.2 Memorandum of Understanding - TAFE NSW and Armidale Regional Council**

*Ref: AINT/2016/03999*

106/16

**RECOMMENDATION**

**That Council enter into a Memorandum of Understanding with TAFE New England for an initial period of three years.**

**The recommendation was ADOPTED.**

**6.4 Lifeline usage of Kent House**

*Ref: AINT/2016/04269*

107/16

**RECOMMENDATION**

- a) That Lifeline Armidale takes up tenancy in the Kent House Community Centre front office to enable them to re-establish their Telephone Counselling Service in the Armidale region.**
- b) That Lifeline enters into a short-term lease agreement with Council being charged a peppercorn rent rate for 2016/2017.**

**The recommendation was ADOPTED.**

**6.3 Saumarez request for assistance with mulch and road base**

*Ref: AINT/2016/04055*

108/16

**RECOMMENDATION**

- a) That Council approve of a Section 356 Donation of \$3,600 to the Saumarez Homestead being for the supply of 200 cubic metres of mulch over a two year period for the Heritage Rose Gardens and formal gardens surrounding the homestead.**
- b) That Council approve of a Section 356 Donation of \$1,500 to the Saumarez Homestead being for the supply of 50 cubic metres of road base for urgent repairs to the access road to Saumarez Homestead.**

**The recommendation was ADOPTED.**

7. REPORTS OF OFFICERS

7.1 OUR ENVIRONMENT

**7.1.1 Reclassification Community Land to Operational Land - Armidale Ex-Services Club Carpark**

*Ref: AINT/2016/03657*

109/16

**RECOMMENDATION**

- a) That pursuant to Section 55 of the Environmental Planning and Assessment Act 1979, Council prepare a Planning Proposal to amend the Armidale Dumaresq Local Environment Plan 2012 to reclassify and consolidate land in Dangar Street being Lot 1 DP 1136216 and part Lot 3 DP 1131420 from Community Land to Operational Land for the purpose of a car park.
- b) That the Interim General Manager be authorised to deal and proceed with matters associated with the consolidation of Lot 1 DP 1136216 and part Lot 3 DP 1131420.
- c) That an independent valuation be commissioned for both the sale and for leasing purposes over the lands the subject of the reclassification and consolidation.
- d) That the Armidale Ex Services Memorial Club car park lease be extended on a month to month basis, at an annual rental of \$115.00 (2016/17), inclusive GST, while the reclassification process is undertaken.

The recommendation was ADOPTED.

7.2 OUR GOVERNANCE

**7.2.1 Cash & Investments Report July 2016**

*Ref: AINT/2016/03257*

110/16

**RECOMMENDATION**

That the Cash & Investments report for Armidale Regional Council as at 31 July 2016 be received and noted.

The recommendation was ADOPTED.

**7.2.2 NSW Rural Fire Service - Interim District Service Agreement New England Zone**

*Ref: AINT/2016/03312*

111/16

**RECOMMENDATION**

That affixing Council's seal to the new Rural Fire Service Zonal Agreement be authorised.

The recommendation was ADOPTED.

**7.2.3 Request for contribution for legal assistance - Cowra Shire Council** *Ref: AINT/2016/03321*

112/16

**RECOMMENDATION**

That Council contribute to the cost of legal expenses incurred by Cowra Shire Council to the requested amount of \$751.80 and that an adjustment be undertaken in the next quarterly budget review.

The recommendation was ADOPTED.

**7.2.4 Annual Supply Contract - Road Resurfacing Works**

*Ref: AINT/2016/03372*

113/16

**RECOMMENDATION**

- a) That four (4) tenders received for the provision of road resurfacing works be accepted for a panel contract for the period 1 October 2016 to 30 September 2019, these being Boral, BMR Quarries, Fulton Hogan and NSW Spray Seal.
- b) That the contract includes a provision to extend the period of the contract for twelve (12) months subject to satisfactory performance.
- c) That the Interim General Manager be delegated to sign any relevant documents on Council's behalf.

The recommendation was ADOPTED.

**7.2.5 LR Hardman and DA Hardman Transfer to the Australian Transport Museum  
Limited Folio Identifier 1129942, Armidale**

*Ref: AINT/2016/03705*

114/16

**RECOMMENDATION**

- (a) That the land owned by Council held within Lot 2 DP 1129942 be included in the sale process as proposed by Mr Lyndon and Mr Desmond Hardman, where it is combined with the sale by the respective land owners and that the proceeds from the sale be donated to the Australian Transport Museum at the time of approval of a development application for a new museum building, or following a future sale of the land.
- (b) That each party arrange and pay for its own valuation.
- (c) That the Administrator and Interim General Manager be authorised to sign and seal any necessary documentation to effect the sale of the land.

The recommendation was ADOPTED.

**7.2.6 Review of Council's Committee Structure - Home Support Services (HSS)**

**Advisory Committee**

*Ref: AINT/2016/03745*

115/16

**RECOMMENDATION**

- a) That the former Guyra Shire Council Home Support Services (HSS) Committee be reconstituted as the Armidale Regional Council Home Support Services (HSS) Advisory Committee;
- b) That the Draft Terms of Reference be referred to the Committee for endorsement prior to being adopted by Council.
- c) That former members be invited to continue and additional membership be advertised to include Armidale residents.

The recommendation was ADOPTED.

**7.2.7 Rates Category Review Project**

*Ref: AINT/2016/03794*

116/16

**RECOMMENDATION**

- (a) That a qualified and experienced consultant to assist the Finance team to complete a rates modelling exercise be engaged.
- (b) That the outcomes of the modelling take into account the yield from each category relative to services provided and the number of required sub-categories constructed to be the optimum number.
- (c) That as part of the process Armidale Regional Council secure a rates modelling program and rights to future use.

The recommendation was ADOPTED.

**7.2.8 Proposed Closure for Armidale Regional Council Staff Event**

*Ref: AINT/2016/04497*

117/16

**RECOMMENDATION**

That Council permit the closure of all facilities, excluding Kolora Hostel and Guyra Pre School and Long Day Care, on Thursday 22 September 2016 from 12 noon for a staff event.

The recommendation was ADOPTED.

7.3 OUR INFRASTRUCTURE

**7.3.1 Preparation of New Infrastructure Policies and Documents**

*Ref: AINT/2016/03818*

118/16

**RECOMMENDATION**

- a) That Council note the actions taken to prepare new Infrastructure policies and documents, and the proposed completion targets.
- b) That the ADC 2012 resolution to sell a small number of surplus reserves be implemented without delay with sale proceeds being applied to Armidale City parks improvements.

**The recommendation was ADOPTED.**

7.4 OUR PEOPLE

**7.4.1 Administrator's Listening Tours**

*Ref: AINT/2016/03792*

119/16

**RECOMMENDATION**

- a) That the report and minutes from the second round of Administrator Listening Tours be noted and that each Directorate review the community matters raised.
- b) That a further report be provided on waste management fees and voucher system and other options such as tip drop off facilities be investigated.

**The recommendation was ADOPTED.**

The Administrator, Dr Tiley noted one point raised during the Administrator Listening Tours regarding airport parking fees. Dr Tiley advised that fees are not planned to be considered.

8. COMMITTEE REPORTS

8.1 Traffic Advisory Committee - Minutes of the meeting held 9 August 2016 *Ref: AINT/2016/0*

120/16

**RECOMMENDATION**

- (a) That the Minutes of the Traffic Advisory Committee meeting held on 9 August 2016 be noted.

**Special Event Transport Management Plan Armidale Triathlon Club for the 2016/2017**

- (b) That approval be granted for the routes provided by the Armidale Triathlon Club for the 2016/2017 event season commencing 16 October 2016 and conclude 19 March 2017, consisting of a cycle course from The Armidale School grounds via the southern gate into Kennedy St, left turn into Kentucky Street, right turn into Long Swamp Road then proceeding out along Long Swamp Road, returning to the school via the same route, and then followed by laps around The Armidale School, be approved in accordance with the submitted Transport Management Plan and any other conditions imposed by NSW Police.

**Rallysprint at Echidna Gully October 2016.**

- (c) That approval be granted for the requested temporary road closures for the Johnson and Kennedy Freight Service Rallysprint scheduled to be held 22 October 2016, if there are no major changes to this years TCP which is still to be provided.
- (d) That the applicants are to be advised that an RMS Road Occupancy Licence must be applied for, for the use of the Waterfall Way section or road.

**Proposed Guyra Main Street temporary closure**

- (e) That the request from the Guyra Spring Trout Fest Committee to close Bradley Street on Saturday 1 October, 2016 between 10.00am and 3.30 pm be approved.
- (f) Further, emergency services are to be notified of the proposed temporary closure and the public informed via an advertisement in the local newspaper.

**Waterfall Way, Ebor - Proposed tourist sign**

- (g) That the proposed Ebor tourist sign location and associated small shelter on the grass verge opposite the Ebor Falls Hotel be endorsed.

**Guyra & District Historical Society Machinery Group**

- (h) That the Guyra & District Historical Society Machinery Group request to extend the current tourist train operations licence north of Guyra be denied due to safety and compliance issues.

**Rusden Street Medical Centre**

- (i) That the No Stopping Zone on the corner Niagara and Rusden Street be extended to the east of the driveway at 275 Rusden Street.

The recommendation was ADOPTED.



**8.2 Arts and Cultural Advisory Committee - Minutes of the meeting held on 3 August 2016**

*Ref: AINT/2016/03841*

121/16

**RECOMMENDATION**

**That the Minutes of the Arts and Cultural Advisory Committee meeting held on 3 August be noted and the following recommendations endorsed with changes made by the Administrator as follows:**

**a) That the following members are accepted on the Arts & Cultural Advisory Committee:**

- |                                   |  |
|-----------------------------------|--|
| <b>i. Ms Caroline Downer</b>      | <b>Arts North West (Chairperson)</b>   |
| <b>ii. Mr Robert Heather</b>      | <b>NERAM</b>   |
| <b>iii. Ms Cherene Spendelove</b> | <b>Community Arts</b>  |
| <b>iv. Mr Chris Halligan</b>      | <b>Community Member</b>  |
| <b>v. Ms Susie Dunn</b>           | <b>Community Member</b>  |
| <b>vi. Mr Malcolm McClintock</b>  | <b>Armidale Art Gallery</b>  |
| <b>vii. Dr Daisy Williams</b>     | <b>Aboriginal Cultural Centre and Keeping Place</b>                            |
| <b>viii. Dr Herman Beyersdorf</b> | <b>Civic Precinct Advisory Committee</b>                                       |
| <b>ix. Ms Susanne James</b>       | <b>New England Conservatorium of Music</b>                                     |
| <b>x. Mr Les Davis</b>            | <b>Saumarez Homestead</b>  |
| <b>xi. Mr Andrew O'Connell</b>    | <b>Hoskins Centre</b>  |
| <b>xii. Ms Fiona MacDonald</b>    | <b>Writer's Centre</b>   |
| <b>xiii. Mr Peter Creamer</b>     | <b>UNE</b>   |
| <b>xiv. Guyra representative</b>  | <b>LRAC recommendation to invite Julie Stride, Brian Irving and Kay Smith.</b> |

**b) That the Arts and Cultural Committee has responsibility for oversight of development of the Armidale Regional Council's Cultural Plan.**

**c) That Council use local resources to develop the Cultural Plan.**

**d) That the Cultural Plan commence with the mapping of regional cultural organisations.**

**e) That a survey is developed by the committee for Council to gather information for the Cultural Plan.**

**f) That employment of a Cultural Development Officer be investigated as part of the current management audit process.**

The Arts and Cultural Advisory Committee recommended as follows:

**a) That the following members are accepted on the Arts & Cultural Advisory Committee and that the committee is satisfied with the number of representatives:**

- |                                   |   |
|-----------------------------------|---|
| <b>i. Ms Caroline Downer</b>      | <b>Arts North West</b>                              |
| <b>ii. Mr Robert Heather</b>      | <b>NERAM</b>  |
| <b>iii. Ms Cherene Spendelove</b> | <b>Community Arts</b>                               |
| <b>iv. Mr Chris Halligan</b>      | <b>Community Member</b>                             |
| <b>v. Ms Susie Dunn</b>           | <b>Community Member</b>                             |
| <b>vi. Mr Malcolm McClintock</b>  | <b>Armidale Art Gallery</b>                         |
| <b>vii. Dr Daisy Williams</b>     | <b>Aboriginal Cultural Centre and Keeping Place</b> |

viii. Dr Herman Beyersdorf	Civic Precinct Advisory Committee
ix. Ms Susanne James	New England Conservatorium of Music
x. Mr Les Davis	Saumarez Homestead
xi. Mr Andrew O'Connell	Hoskins Centre
xii. Ms Fiona MacDonald	Writer's Centre
xiii. Mr Peter Creamer	UNE
xiv. Guyra representative	To be confirmed

- b) That Council consider using local resources to develop the Cultural Plan.
- c) That Council begin the Cultural Plan with the mapping of local cultural organisations.
- d) That a survey is developed by the committee for Council to gather information for the Cultural Plan.
- e) That Council consider employing a full time Cultural Development Officer.

**The recommendation was ADOPTED.**

### **8.3 Community Safety Advisory Committee - Minutes of the meeting held on 9 August 2016**

*Ref: AINT/2016/03849*

122/16

#### **RECOMMENDATION**

**That the Minutes of the Community Safety Advisory Committee meeting held on 9 August 2016 be noted.**

**The recommendation was ADOPTED.**

#### **9. PUBLIC FORUM**

Mr Anthony Hardwick spoke on rating and suggestions for productivity improvements. Dr Tiley advised that IPART has released a report on rating and encourages the community and Mr Hardwick to view the report and submit feedback on it.

Professor Dr Hani Soliman spoke on a proposal to establish and formalise a New England Cultural Precinct. This could include NERAM, the Armidale Cultural Centre and Keeping Place and the old Teachers College. This could also incorporate a Faculty of Fine Arts and Theatre space. Council could develop a map outlining the locations of all of the museums in the region. Dr Tiley encouraged Professor Soliman to address the Arts and Cultural Advisory Committee and the Civic Advisory Committee to provide these suggestions.

**DECISIONS FROM CLOSED SESSION**

123/16 **RECOMMENDATION**

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 10A(s) of the Local Government Act, 1993 as the items lists come within the following provisions:-

**The recommendation was ADOPTED.**

- 10.1 DA-119-2016, 180 Shannon Rd ARMIDALE, Alterations & Additions. (AINT/2016/03151) - *As this report deals with personnel matters concerning particular individuals (Section 10A(2)(a) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.*

**RESUMPTION OF MEETING**

**RECOMMENDATION:**

That the decisions of Closed Session be noted as follows:-

10. CLOSED SESSION

**10.1 DA-119-2016, 180 Shannon Rd ARMIDALE, Alterations & Additions**

*Ref: AINT/2016/03151*

124/16 **RECOMMENDATION**

**(a) That having regard to the assessment of the Development Application, that DA-119-2016 be granted consent in the terms set out under proposed conditions of consent.**

**The recommendation was ADOPTED.**

There being no further business the Chairman declared the meeting closed at 9:50am.

# DECLARATION OF CONFLICT OF INTEREST FORM

To the General Manager,

Given Names: IAN Surname: TILEY

Nature of Meeting:  Ordinary  
(Please tick)  Extraordinary  
 Other (Please Specify).....

Date of Meeting: ...../...../.....

**ITEM A - Report Item (see item B if the interest relates to environmental planning/zone control item)**

Item No: 6.1 Page No: 4

Reason for the Interest: Alan Peunyan as member of the Centre for Local Government at UAF

This conflict of interest has been identified as an:  
(Please tick appropriate boxes)

Actual conflict of interest  *having a* Pecuniary Interest   
Perceived conflict of interest  Non-pecuniary Interest   
Potential conflict of interest

**ITEM B - Report Item (complete if the interest relates to environmental planning/zone control)**

Item No: \_\_\_\_\_ Page No: \_\_\_\_\_

Pecuniary interest	
Address of land in which councillor or an associated person, company or body has a proprietary interest (the <i>identified land</i> ) <sup>1</sup>	
Relationship of identified land to councillor [Tick one box.]	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> Associated person of councillor has interest in the land. <input type="checkbox"/> Associated company or body of councillor has interest in the land.

Matter giving rise to pecuniary interest <sup>2</sup>	
Nature of land that is subject to a change in zone/ planning control by proposed LEP (the <i>subject land</i> ) <sup>3</sup> [Tick one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	

I hereby declare that the above details are correct to the best of my knowledge and I make this conflict declaration in good faith.

Signature

Date: 21/8/2016

I hereby declare that I have received and appropriately noted this conflict of interest declaration.

Signature (General Manager)

Date: 21/8/2016

**IMPORTANT INFORMATION:** This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal. This form must be completed by you before the commencement of the Council or Council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. This form is to be retained by the General Manager and included in full in the minutes of the meeting.

- Section 443 (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative<sup>4</sup> or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
- Section 442 of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448 of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
- A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section 443 (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest—see section 448 (g) (ii) of the *Local Government Act 1993*.
- Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

## DECLARATION OF CONFLICT OF INTEREST FORM

To the General Manager,

Given Names: GLENN Surname: WILCOY

Nature of Meeting:  Ordinary  
 (Please tick)  Extraordinary  
 Other (Please Specify).....

Date of Meeting: 24/8/2016

**ITEM A - Report Item (see item B if the interest relates to environmental planning/zone control item)**

Item No: 10.1 DA 119-2016 Page No: \_\_\_\_\_

Reason for the Interest: Owner of land.

This conflict of interest has been identified as an:  
 (Please tick appropriate boxes)

Actual conflict of interest  Pecuniary Interest   
 Perceived conflict of interest  having a Non-pecuniary Interest   
 Potential conflict of interest

**ITEM B - Report Item (complete if the interest relates to environmental planning/zone control)**

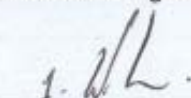
Item No: 10.1 Page No: \_\_\_\_\_

Pecuniary interest	
Address of land in which councillor or an associated person, company or body has a proprietary interest (the <i>identified land</i> ) <sup>1</sup>	<u>180 Shannon Road Armidale.</u>
Relationship of identified land to councillor [Tick one box.]	<input checked="" type="checkbox"/> <u>IGM</u> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> Associated person of councillor has interest in the land. <input type="checkbox"/> Associated company or body of councillor has interest in the land.

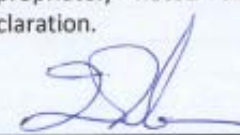


Matter giving rise to pecuniary interest <sup>2</sup>	
Nature of land that is subject to a change in zone/planning control by proposed LEP (the <b>subject land</b> ) <sup>3</sup> [Tick one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	

I hereby declare that the above details are correct to the best of my knowledge and I make this conflict declaration in good faith.

Signature   
 Date: 24/11/2016

I hereby declare that I have received and appropriately noted this conflict of interest declaration.

Signature (General Manager)   
 Date: .../.../..... Administrator

**IMPORTANT INFORMATION:** This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal. This form must be completed by you before the commencement of the Council or Council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. This form is to be retained by the General Manager and included in full in the minutes of the meeting.

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- Section 442 of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448 of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
- A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section 443 (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest— see section 448 (g) (ii) of the *Local Government Act 1993*.
- Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.