



SHIRE OF SANDSTONE
SERVE THE PEOPLE

Minutes Ordinary Council Meeting

Wednesday
27th August 2014



OLD STATE BATTERY



SHIRE OF SANDSTONE

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Mia Dohnt
Chief Executive Officer

27th August 2014

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SHIRE OF SANDSTONE
MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS,
SANDSTONE, ON WEDNESDAY 27TH AUGUST 2014

1.0 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Bethel Walton, declared the meeting open at 2:00pm.

2.0 ATTENDANCE

2.1 PRESENT

B Walton	Shire President	District Ward
D McQuie	Councillor	District Ward
A Bloore	Councillor	District Ward
C Hodshon	Councillor	District Ward
D Murat	Councillor	District Ward

STAFF

M Dohnt	Acting Chief Executive Officer
R Moss	Works Supervisor

2.2 APOLOGIES

D Bennett	Councillor	District Ward
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2.3 LEAVE OF ABSENCE

Nil

2.4 VISITORS

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.0 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DECLARATIONS OF INTEREST

M Dohnt declared an impartiality interest in item 9.1.6 as this is her usual place of residence.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

Prior to the confirmation of the minutes the Shire President reminded all present that if there was an error in the minutes it need to raised prior to the minutes being confirmed. Also if a Councillor was against a particular motion or wished for their name to be recorded they should ensure they raise this at the time of voting.

76/14 COUNCIL RESOLUTION

MOVED: Cr D McQuie

SECONDED: Cr A Bloore

- 7.1 That the Minutes of the Ordinary Meeting of Council held on Thursday 25th July 2014, be confirmed as a true and accurate record of proceedings.**
- 7.2 That the minutes of the Tourism Advisory Committee meetings held on the 19th August 2014 b received.**

CARRIED

Voting 5/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil


9.0 OFFICERS REPORTS

CHIEF EXECUTIVE OFFICER'S REPORT

9.1.1 RATES WRITE OFF

Agenda Reference: FO 8/14 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 21st August 2014
Author: Mia Dohnt – Chief Executive Officer

Signature of Author: _____



Summary

Council is requested to approve the write off the rate and/or penalty interest by absolute majority.

Attachments

Nil

Background

Section 6.12 of the Local Government Act 1995 (as below) requires any write off of money to be resolved by Council by absolute majority;

6.12. Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *wave or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*
 - (d) *which is owed to the local government.*

Comment

Following the issue of the 2014/2015 Rates a number of issues have been brought to Councils attention highlighting errors in the rates that had been issued. It is proposed Council approve the write off of \$2,527.12 in rates and penalty interest to the following assessment numbers for the reasons noted below. Once these corrections have been made the assessments noted will be correct accordingly to Landgate and the Shire.

Assessment Number	Amount \$	Reason
A1554	975.42	Tenement was surrendered and not processed correctly in the rating system therefore rating 2012/2013, 2013/2014 and 2014/2015 and applying penalty interest.
A1528	285.67	Being penalty interest applied. Assessment was in the incorrect owners name in the Shire's System.
A1036	264.00	Property was transferred to the Shire and should have been made non rateable in the rates system but was not. Effectively this rates amount is payable by the Shire.
A1034	550.09	Property is owned by the Shire and therefore should have been non rateable.
A1040	165.00	Additional rubbish charge rated but service is not used. Advised Shire last year and no action as made in the system.
A1028	286.94	Penalty Interest written off as change of ownership was not made in Shire system therefore notices were being issued to incorrect rate payer
	2,527.12	

Consultation

Nil

Statutory Environment

Section 6.12 of the Local Government Act 1995

Policy Implications

Payments have been made under Council delegation.

Financial Implications

Funds were available to meet the expenditure.

Strategic Implications

Nil

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 9.1.1

That Council approve the write of rates and/or penalty interest for an amount of \$2,527.12 made up of the following assessment numbers:

1. A1554 – \$975.42, 2. A1528 – \$285.67, 3. A1036 – \$264.00, 4. A1034 – \$550.09
5. A1040 – \$165.00, 6. A1280 – \$286.94

77/14 Council Resolution – Item No. 9.1.1

MOVED: Cr D McQuie

SECONDED: Cr A Bloore

That Council approve the write of rates and/or penalty interest for an amount of \$2,527.12 made up of the following assessment numbers:

- 1. A1554 – \$975.42, 2. A1528 – \$285.67, 3. A1036 – \$264.00, 4. A1034 – \$550.09**
- 5. A1040 – \$165.00, 6. A1280 – \$286.94**

CARRIED

Voting – 5 / 0

9.1.2 AMENDMENT TO 2014/2015 ADOPTED FEES AND CHARGES

Agenda Reference: 8/14 – 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 21st August 2014
Author: Mia Dohnt – Chief Executive Officer

Signature of Author: _____



Summary

Council is requested to adopt the amended Schedule of Fees and Charges for 2014/15 as presented.

Attachments

A copy of the amended Schedule of Fees and Charges for 2014/15 is attached.

Background

Council is required to adopt the Schedule of Fees and Charges for consideration and inclusion in the 2014/15 Budget. The proposed fees and charges were tabled at the May 2014 Ordinary Meeting of Council and subsequently adopted.

Comment

Since the Schedule of fees and Charges was adopted it has been noted that there are some slight amendments required to be made.

In the attached schedule the proposed changes are highlighted in red. In summary the proposed changes are as follows;

- Correct dog registration fees in line with the Dog Act 1976
- Inclusion of the Cat Registration Fees in line with the Cat Act 2011
- Inclusion of rubbish charges for non-rateable properties within the Shire

Consultation

Nil.

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

The fees and charges will help in the framing of the 2014/15 annual budget.

Strategic Implications

Nil

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 9.1.2

That Council adopt the amended Schedule of Fees and Charges for 2014/15 financial year as presented.

78/14 Council Resolution – Item No. 9.1.2

MOVED: Cr C Hodshon

SECONDED: Cr A Bloore

That Council adopt the amended Schedule of Fees and Charges for 2014/15 financial year as presented with the following additions;

1. Change the proposed cleaning charge for staff housing from \$100 to \$55 per person per hour to maintain consistency with the cleaning charge for public buildings;
2. Under the heading Sandstone Community Centre change the annual fee for Sandstone based Community Groups to \$300;
3. Under plant hire include 6x4 to the charge Sale of: Sand/Gravel/Blue Metal by Trailer Load

CARRIED

Voting – 5 / 0

9.1.3 MUSEUM AND VISITOR CENTRE REPORT

Agenda Reference: 8/14 – 03
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 21st August 2014
Author: Mia Dohnt – Chief Executive Officer

Signature of Author: _____



Summary

Museum and Visitor Centre monthly statistics report for Council Information.

Attachments

Nil.

Background

To advise what visitors to Sandstone and visitor comments made about Sandstone in the previous month.

Comment

Sandstone Heritage Museum & Visitor Information Centre Report for July 2014

Visitor numbers:

2014: 830
2013: 511
2012: 443

Centre open hours:

2014: 197.25 hours over 31 days
2013: 116.5 hours over 29 days
2012: 75.5 hours over 18 days

Gross Takings:

2014: \$3 267.05 of which \$548.60 was for goods sold on commission
2013: \$2 626.15 of which \$933.00 was for goods sold on commission
2012: \$1 501.80 of which \$217.50 was for goods sold on commission

Fuel Sales from Centre:

2014: 464 sales totalling \$41 048.48
2013: n/a
2012: 147 sales totalling \$11 993.90

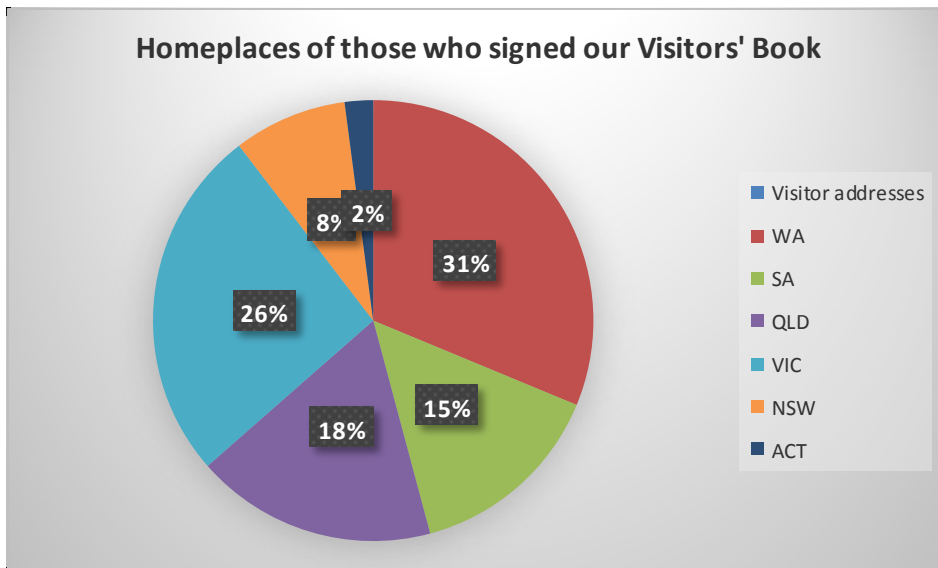
Gas sales from Centre:

2014: 15 sales totalling \$1 310.00
2013: n/a
2012: sold, but not recorded

VISITOR BOOK COMMENTS

This month, ninety seven (97) visitors chose to leave comments in the Centre's Visitors Book. These praised our '*amazing, beautiful, clean, neat, nice, interesting, excellent, fantastic, pretty, impressive, enjoyable, well presented town with friendly, excellent people*' as well as our '*lovely, fascinating, nostalgic, great, very interesting*' Museum and its collection. Many also wrote comments about Di's '*great, beautiful, 'best in the West,*' pies and her greetings.

Other feedback suggested: "Need to promote tourism more actively. More signage around interesting places, develop walks, etc..."



Note: International visitors this month came from New Zealand and Ireland.

Carmela Tanucci/Margie Lundy
Visitor Information Officers

Consultation

Nil.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The fees and charges will help in the framing of the 2014/15 annual budget.

Strategic Implications

Strategic Objective 4.1 Continue to manage and improve the Sandstone Visitor Information Centre

Voting Requirements

Simple majority

Officer Recommendation – Item No. 9.1.3

For Council Information Only.

Information Received

9.1.4 DRAFT FITNESS FOR WORK POLICY

Agenda Reference: 8/14 – 04
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 21st August 2014
Author: Mia Dohnt – Chief Executive Officer

Signature of Author:  _____

Summary

Council is requested to consider and adopt a Fitness for Work Policy to be included in the Shires Policy Manual.

Attachments

Draft Fitness for Work Policy.

Background

A major review of the Policy Manual was conducted in May 2014 but did not include a Fitness for Work Policy.

Comment

Whilst developing this draft policy consideration was given to industrial legislation and fair and equity to all employees.

Consultation

Nil.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Budgetary allocations have been made to enforce the fitness for work policy.

Strategic Implications

Nil

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 9.1.4

That Council adopt draft policy 2.16 – Fitness for Work as outline in the attachment.

79/14 Council Resolution – Item No. 9.1.4

MOVED: Cr D McQuie

SECONDED: Cr A Bloore

That Council adopt draft policy 2.16 – Fitness for Work as outline in the attachment with the following amendment;

1. Under the sub heading Drug Use it should read;

If a supervisor believes that an employee may be affected by drugs he may request that the employee be directed to undertake a test to determine the presence of drugs by way of saliva or urine sample. Such testing is to be conducted at Council's expense by an authorised person trained to undertake such test.

Where a positive saliva test is given the employee will be stood down and requested to undergo a urine or blood test at Council's expense. A clear drug test must be provided within one week of a positive test. Failure to provide a clear drug test within one week may lead to termination of their employment at the discretion of the Chief Executive Officer.

Refusal to undergo the test will result in further disciplinary action including possible termination of employment. Time off is to be taken as annual/unpaid leave.

A positive blood or urine test shall then be recorded when the test return a result equal to or above the cut off levels shown:

SUBSTANCE CUT OFF LIMIT

milligrams per litre

Amphetamines 300

Cannabis metabolites 50

Opiates 300

Barbiturates 200

Benzodiazepines 200

Cocaine metabolites 300

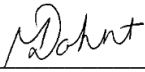
Methadone 300

CARRIED

Voting – 5 / 0

9.1.5 PROPOSED ANNUAL TOURISM EVENT

Agenda Reference: 8/14 – 05
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 22nd August 2014
Author: Mia Dohnt – Chief Executive Officer

Signature of Author:  _____

Summary

Council is requested to consider a budgetary allocation for a proposed annual tourism event.

Attachments

Nil

Background

Recently a Tourism Advisory Committee has been formed to discuss tourism promotion within in the district. The committee reports back to Council

Comment

During meetings of the Tourism Advisory Committee there has been some discussion about creating and planning an annual event to encourage people to visit our wonderful part of the world.

Although the committee is keen to get something started they are unsure of any budgetary allocation the Shire may contribute.

Upon analysis of the budget there has been an allocation of \$100,000 been made to account 13207 Tourism Development that may be able to utilised for this purpose.

Consultation

Tourism Advisory Committee

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil impact if amount designated from already budgeted funds.

Strategic Implications

3.1.1	Support community events including community Christmas Tree and Australia Day BBQ
3.1.2	Identify and support additional community events to enhance community spirit
4.1.3	Continue to support local events and encourage and support new events

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 9.1.5

That Council designate _____ from the budget allocation within 13207 for the purposes of the proposed annual tourism event.

80/14 Council Resolution – Item No. 9.1.5

MOVED: Cr C Hodshon

SECONDED: Cr D McQuie

That Council designate \$30,000 from the budget allocation within 13207 for the purposes of the proposed annual tourism event.

CARRIED

Voting – 5 / 0

Chief Executive Officer M Dohnt declared and impartiality interest in item 9.1.6 as this is her usual place of residence.

9.1.6 CHIEF EXECUTIVE OFFICER'S RESIDENCE

Agenda Reference: 8/14 – 06
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 22nd August 2014
Author: Mia Dohnt – Chief Executive Officer

Signature of Author: 

Summary

Council is requested to approve the Chief Executive Officers husband using the home office for his electrical business.

Attachments

Nil

Background

The Chief Executive Officer has been employed with Council since 28th July 2014. As part of the attraction and retention of suitably qualified staff Council offer rent free accommodation.

Comment

As the Chief Executive Officer is living in a Council owned property situated at 34 Hack Street Sandstone she feels it prudent for Council to approve the use of the office space within for the carrying out of her husband's electrical business, Dohntcha Electrical.

The office space will be used primarily to undertake administrative duties of the business. The occupants will be required to change the address for all business correspondence and the property will become the registered address of the business whilst they continue to occupy the premises.

There will not be any work conducted on the property however there may be materials stored on the property from time to time.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 9.1.6

That Council approve the occupants of the property situated at 34 Hack Street Sandstone to use this address as the registered business address of Dohntcha Electrical.

81/14 Council Resolution – Item No. 9.1.6

MOVED: Cr C Hodshon

SECONDED: Cr D McQuie

That Council approve the occupants of the property situated at 34 Hack Street Sandstone to use this address as the registered business address of Dohntcha Electrical.

CARRIED

Voting – 5 / 0

FINANCIAL REPORTS

9.2.1 FINANCIAL STATEMENTS FOR MONTH OF July 2014

Agenda Reference: CEO 8/14 – 01
Location/Address: Shire of Sandstone
Name of Applicant:
Disclosure of Interest: Nil
Date of Report: 21st August 2014
Author: Mia Dohnt – Chief Executive Officer

Signature of Author: _____



Summary

Council has generally presented the Monthly Financial Statement to the first meeting following the end of month. That is that is to say the statements for the period ending 31st July 2014 would be presented to the August 2014 Council Meeting.

Attachments

Nil

Background

Due to the recent change over in Executive, recent departure of finance staff and end of year functions not yet reconciled, the Financial Reports for period end 31st July 2014 will not be presented to Council until the September 2014 Ordinary Meeting of Council.

Comment

The Local Government Act 1995 Financial Management Regulation 34 (4) reads as follows;

(4)A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*

It can be seen that Council must receive the monthly statements within 2 months after the end of July 2014 and there for it is legislatively acceptable to present July 2014 Financial Statements to the September 2014 Ordinary Meeting of Council.

Consultation

Bob Waddell – Contract accountant

Statutory Environment

Local Government (Financial Management) Regulations 1996: Regulation 34(4)

Policy Implications

Nil

Financial Implications

No significant financial trends are identified at this time.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation – Item 9.2.1

That Council require the Financial Statements to 31st July 2014 to be presented to the Ordinary Council Meeting scheduled to be held on 25th September 2014.

82/14 Council Resolution – Item 9.2.1

MOVED: Cr D McQuie

SECONDED: Cr S Hodshon

That Council require the Financial Statements to 31st July 2014 to be presented to the Ordinary Council Meeting scheduled to be held on 25th September 2014.

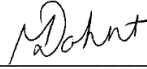
CARRIED

Voting – 5 / 0

9.2.2 ACCOUNTS PAID - JULY 2014

Agenda Reference: FO 8/14 – 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 20 August 2014
Author: Mia Dohnt – Chief Executive Officer

Signature of Author: _____



Summary

Council is requested to confirm payment of creditors for the month of July 2014 in accordance with the Local Government (Financial Management) Regulations 1996 section 13.1.

Attachments

The list of accounts (EFT and cheque payments) is attached which will enable Council to confirm payment of its creditors

Background

Financial Regulations require a schedule of payments made through the bank accounts to be presented to Council for their inspection. The lists include details for each payment made incorporating the payee's name, amount of payment, date of payment and a brief transaction description.

Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to receipt of the goods or services and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Financial Management Regulations 1996

Policy Implications

Payments have been made under Council delegation.

Financial Implications

Funds were available to meet the expenditure.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 9.2.2

That Council confirm the July 2014 accounts paid as presented:

Municipal Fund:

July 2014 - Cheque numbers 59 to 62, EFT Payment Numbers 2902 to 2970 and DD1828.1, DD1841.1-1841.3 and 1843.1 totalling \$ 526,465.60

Trust Fund:

July 2014 - Cheque number 16 totalling \$ 607.85

Payroll EFT:

July 2014 - \$28,779.00, \$26,736.00 and \$31,579.00 totalling \$87,094.00

Credit Cards:

July 2014 - Bankwest \$1,010.31 as detailed on the attached statements

83/14 Council Resolution – Item No. 9.2.2

MOVED: Cr A Bloore

SECONDED: Cr S Hodshon

That Council confirm the July 2014 accounts paid as presented:

Municipal Fund:

July 2014 - Cheque numbers 59 to 62, EFT Payment Numbers 2902 to 2970 and DD1828.1, DD1841.1-1841.3 and 1843.1 totalling \$ 526,465.60

Trust Fund:

July 2014 - Cheque number 16 totalling \$ 607.85

Payroll EFT:

July 2014 - \$28,779.00, \$26,736.00 and \$31,579.00 totalling \$87,094.00

Credit Cards:

July 2014 - Bankwest \$1,010.31 as detailed on the attached statements

CARRIED

Voting – 5 / 0

9.3 HEALTH, BUILDING and TOWN PLANNING REPORTS

9.3.1 MINOR CHANGES TO LOCAL PLANNING SCHEME AND STRATEGY

Agenda Reference: CEO 8/14 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 21st August 2014
Author: Mia Dohnt, Chief Executive Officer

Signature of Author: _____



Summary

For Council to endorse the minor changes required to be made to Councils Local Planning Scheme and Local Planning Strategy.

Attachments

Table of Scheme and Strategy Modifications as provided by Halsall and Associates.

Background

Council have previously adopted the Local Planning Scheme and Local Planning Strategy in consultation with Halsall and Associates and the former Chief Executive Officer.

Comment

Halsall and Associates have lodged the Local Planning Scheme and Planning Strategy with the State planning Commission and there have been some recommended minor changes as set out in the attached table.

Marc Halsall from Halsall and Associates with this advice “*The document has been assessed by the planners at the Department of Planning and they are generally happy with its content however have recommended some minor changes. The table of modifications is attached for your information.*”

We are attending to these changes and if there are any matters of substance we will liaise with you accordingly. The changes do however appear to be not significant and we hope to make arrangements over the next month or so. There is also some further feedback expected in relation to the mapping which will also need to attention shortly.”

Consultation

Halsall and Associates

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

An allocation has been made in the 2014/2015 for contract services

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 9.3.1

That Council note the required minor changes.

84/14 Council Resolution – Item No. 9.3.1

Moved: Cr D McQuie

Seconded: Cr A Bloore

That Council note the required minor changes.

CARRIED

Voting – 5 / 0

9.4 WORKS and SERVICES REPORTS

Nil

10. ELECTED MEMBERS MOTIONS OF WHICH PRIOR NOTICE HAVE BEEN GIVEN

Nil

11. NEW URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

11.1 ELECTED MEMBERS

Nil

11.2 STAFF

Nil

12. CONFIDENTIAL ITEMS (under separate cover)

Nil

13. COUNCILLOR REPORTS

Nil

14. TIME AND DATE OF NEXT MEETING

The next scheduled ordinary meeting of the Council will be held on Thursday 25th September 2014 at 2.00 pm

15. CLOSURE OF THE MEETING

There being no further business the Shire President thanked all for attending and declared the meeting closed at 3.37pm.

These minutes were confirmed at a meeting on 25th September 2014.

Signed: _____

Presiding Officer

Date: 25th September 2014