



MINUTES OF THE ORDINARY COUNCIL MEETING

19 APRIL 2023

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6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY COUNCIL MEETING HELD 15 FEBRUARY 2023

OFFICER RECOMMENDATION - ITEM 7.1

That the Minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 15 February 2023 be confirmed as a true and accurate record of proceedings.

7.2 SPECIAL COUNCIL MEETING HELD 15 MARCH 2023

OFFICER RECOMMENDATION - ITEM 7.2

That the Minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 15 March 2023 be confirmed as a true and accurate record of proceedings.

OFFICER RECOMMENDATION AND COUNCIL DECISION ENBLOC – ITEMS 7.1 & 7.2 – RESOLUTION# 02190423

MOVED: Cr AR Smyth SECONDED: Cr AT Pearse

That the Minutes of the Ordinary Meeting of the Shire of Mingenew on 15 February 2023 and the special Meeting of Council held 15 March 2023 held in the Council Chambers be confirmed as a true and accurate record of proceedings.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 6/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil.

9.0 DECLARATIONS OF INTEREST

Nil.

10.0 RECOMMENDATIONS OF COMMITTEES

10.1 MINGENEW LOCAL EMERGENCY MANAGEMENT COMMITTEE

10.1.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 MARCH 2023 .

OFFICER RECOMMENDATION - 10.1.1

That the Minutes of the Mingenew Local Emergency Management Committee Meeting held on 20 March 2023 be received.

10.2 SHIRE OF MINGENEW BUSH FIRE ADVISORY COMMITTEE

10.2.1 MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 20 MARCH 2023 .

OFFICER RECOMMENDATION - 10.2.1

That the Minutes of the Shire of Mingenew Bush Fire Advisory Committee Meeting held on 20 March 2023 be received.

10.2.2 ELECTION OF CAPTAINS AND DEPUTY CAPTAINS FOR SHIRE OF MINGENEW BRIGADES

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.2.2

That the following persons be appointed to the position of Captain or Deputy Captain for the following Bush Fire Brigades / Farm Response Units:

- | | | |
|----|------------------|----------------|
| | Yandanooka | |
| a) | Captain:_ | Justin Bagley |
| b) | Deputy Captain: | Jarrad Spencer |
| | Lockier | |
| a) | Captain:_ | Daniel Michael |
| b) | Deputy Captain:_ | Paul Flanders |
| | Guranu | |
| a) | Captain:_ | Ben Cobley |
| b) | Deputy Captain:_ | Ben McTaggart |
| | Mingenew North | |
| a) | Captain:_ | Alex Pearse |
| b) | Deputy Captain: | Andrew Green |
| | Mingenew Town | |
| a) | Captain:_ | Anthony Smyth |
| b) | Deputy Captain: | Jarrad Kupsch |

10.2.3 NOMINATIONS FOR SHIRE OF MINGENEW BUSHFIRE CONTROL OFFICERS

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.2.3

1. That the following person be nominated to the position of Chief Bushfire Control Officer for the Shire of Mingenew: Murray Thomas;
2. That the following person be nominated to the position of Deputy Chief Bushfire Control Officer for the Shire of Mingenew: Ben Cobley

COMMITTEE RECOMMENDATIONS AND COUNCIL DECISION ENBLOC – ITEMS 10.1.1 – 10.2.3 – RESOLUTION# 03190423

MOVED: Cr CV Farr SECONDED: Cr JD Bagley

ITEM 10.1.1

That the Minutes of the Mingenew Local Emergency Management Committee Meeting held on 20 March 2023 be received.

ITEM 10.2.1

That the Minutes of the Shire of Mingenew Bush Fire Advisory Committee Meeting held on 20 March 2023 be received.

ITEM 10.2.2

That the following persons be appointed to the position of Captain or Deputy Captain for the following Bush Fire Brigades / Farm Response Units:

- Yandanooka
- a) Captain: _ Justin Bagley
 - b) Deputy Captain: Jarrad Spencer

- Lockier
- a) Captain: _ Daniel Michael
 - b) Deputy Captain: _ Paul Flanders

- Guranu
- a) Captain: _ Ben Cobley
 - b) Deputy Captain: _ Ben McTaggart

- Mingenew North
- a) Captain: _ Alex Pearse
 - b) Deputy Captain: Andrew Green

- Mingenew Town
- a) Captain: _ Anthony Smyth
 - b) Deputy Captain: Jarrad Kupsch

ITEM 10.2.3

1. That the following person be nominated to the position of Chief Bushfire Control Officer for the Shire of Mingenew: Murray Thomas;
2. That the following person be nominated to the position of Deputy Chief Bushfire Control Officer for the Shire of Mingenew: Ben Cobley.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 6/0

11.0 CHIEF EXECUTIVE OFFICER

11.1 MINGENEW TOWN HALL SURVEY RESULTS

Location/Address:	19 Victoria Street, Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	CP.DSC.5
Date:	12 April 2023
Author:	Erin Greaves, Governance & Community Manager
Authorising Officer:	Matt Fanning, Chief Executive Officer
Voting Requirements:	Simple Majority

Summary

To receive the results from the Mingenew Town Hall Survey that was prepared in December 2022 and closed in February 2023.

Key Points

- A total of 82 survey responses were received (in consideration of the number of ratepayers (189), this equates to a 43% response rate)
- One of the key points of information in this survey is the response to Q6 around priority projects, with the Hall ranking third for first priority and overall priority, behind the Day Care Centre Upgrade and Road Improvements
- When posed with the option to demolish, refurbish or replace, respondents indicated a preference to refurbish – at 63%. Strong support was also given to ensure the facility is multi-purpose

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.1 – RESOLUTION# 04190423

MOVED: Cr AR Smyth SECONDED: Cr AT Pearse

Council receives the collated Mingenew Town Hall Survey responses, as attached, and releases the survey results to the community.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 6/0

Attachment

11.1.1 Summarised Mingenew Town Hall Survey Results

11.1.2 Copy of Town Hall Survey questions

Background

The Mingenew Town Hall was built in 1959. Since that time, it has been used by the community for a range of uses and functions including: regular dances, balls, cabarets, private and public dinners, wedding receptions, regional meetings for a range of community organisations, reparatory shows, sports celebrations, school concerts, weekly picture shows, traveling shows, Shire functions, fund raising events including quiz nights, art and craft displays, fashion parades, Brownies, Girl Guides, Cubs and Scouts, Junior Farmers, badminton, volleyball, dance, gymnastic classes and much more.

The Hall is an integral element of the local government's presence in the town, representing the original Mingenew Agricultural Hall (1895 site, 1917), the former Roads Board building (1906), the Art Deco addition to the Agricultural Hall (1935), and the Shire Hall (1959), demonstrating the development and commitment over time, to the Mingenew community and district.

The Hall has been closed to the public since approximately 2013. Since that time, the Shire has engaged experts to prepare various reports, estimates and provide advice on the risk to public safety and offer solutions to any issues raised. The Shire has also engaged with the community on numerous occasions regarding

challenges and future options, but a thorough investigation of need has yet to be undertaken. Establishing need and demonstrating community support is an essential requirement for building any business case and making application for grant assistance. Council is committed to determining an outcome for the future of the Hall, and the establishment of this survey is the first step in gathering data for current and future need.

In December 2022, the Shire prepared and released a community survey to assist in informing the future of the Mingenew Town Hall. The survey was promoted via the website, Mingenew Matters, Facebook and to those visiting the Shire Administration. Surveys were made available online via a link to survey monkey, and a mailout of hard copy surveys was issued in January 2023. The survey closed at 2pm, Thursday 9 February 2023.

A total of 82 survey responses were received, with 8 x hard copy responses and the remainder being completed online through the Survey Monkey survey link. In consideration of the number of ratepayers (189), this equates to a 43% response rate or approximately 26% of total residents over 18 years (noting that there will nil respondents under the age of 18).

Questions developed for the survey aimed to determine:

- Who is completing the survey (and their demographics)?
- What proposed uses for the hall are likely to be supported?
- If the Hall is considered a priority project in comparison to other key projects/priority areas?
- What aspects of the Hall, and its history, are important?
- Whether there is a strong preference to replace, refurbish or demolish?
- What funding options should be considered (other than grant funding)?
- Level of support from potential sponsors/donors?
- Any other ideas or preferences not yet considered.

The Shire's current strategy is firstly to establish public interest and seek ideas for the Hall's use to ensure the project is feasible. The Hall survey gives us real and timely data that will assist in informing grant applications and seeking solid estimates to better inform the community on whole-of-life costs. Whole-life cost is the total expense of owning an asset over its entire life, from purchase to disposal, including purchase and installation, design and building costs, operating costs, maintenance, associated financing costs, depreciation, and disposal costs.

In contemporary project management the concept and design stages are the greatest opportunities to influence a successful facility structure and operation, ensuring value for money for ratepayers. Therefore, the Shire will seek to undertake an assessment of the building structure, hazardous materials, need and feasibility as a next step. Decisions regarding asset operations and maintenance, renewal, disposal and acquisitions will be based on the "life cycle" cost and take into consideration the levels of service and affordability, which are informed by a needs analysis.

Comment

The information produced from the survey responses have been collated and developed into a flyer, which is intended to be released the public to assist in understanding broader public perceptions and ideas for the hall's future. These results are only an indication of a portion of the ideas, opinions and concerns within the community and will not be the only source of feedback in which Council will rely on to inform its decisions.

One of the key questions within the survey was Q6 - *In your view, of the following, what are the priority projects for the community? [please rank in order of priority from 1-5]* - and the following options were provided:

- Hall Refurbishment
- Day Care Centre Upgrade
- Rec Centre Refurbishment
- Road Improvements
- Town beautification and amenities

As outlined in the results flyer, respondents indicated the Day Care Centre Upgrade was ranked number 1, followed by Road improvements and then the Hall Refurbishment. It is recognised that this doesn't mean the Town Hall Refurbishment is not a priority, it just indicates there is a priority of other projects of higher need or value to them.

When posed with the option to demolish, refurbish or replace the hall (Q10), respondents indicated a preference to refurbish – at 63%. Strong support was also given to ensure the facility is multi-purpose, catering to wide range of needs and uses. Given a majority of respondents represented families, there was a strong interest indicated for most of the activities listed (theatre / performing arts, arts and crafts, dance, indoor sports, gym / fitness classes, movies and markets). People were also given an opportunity to add any other suggestions for types of use as a comment, which included: meetings, weddings, travelling shows, aboriginal cultural dances and education/awareness classes, catered events, social gatherings, school holiday programs, music events (choirs, bands etc). Further analysis on what activities cannot already be offered in existing facilities may help to determine the need. For example, one respondent within the survey indicated that existing facilities are not necessarily adequate in size to cater to large gatherings, or acoustics would be more appropriate in the hall for music-related events and activities.

Of the 70 respondents to Q12 around how the project should be funded (exclusive of grant funding), 59 respondents were supportive of municipal funds being used or a loan taken out. 26 respondents did not wish the project to proceed if external funding does not adequately cover the costs. In reviewing the comments, it appears there is some expectation from the community that the project can be fully covered by grants, despite the question being worded to clarify this is not likely to be the case. Funding bodies with the capacity to fund large infrastructure projects, such as Lotterywest or the Department of Local Government, Sport and Cultural Industries (DLGSCI), do not fully fund such projects therefore, Council will be reliant on other means.

Whilst there were several comments outlining frustration that the Hall has been closed so long for public use and there is a suggested perception that Council should have received sufficient information in the past, to make an informed decision about the Hall future now, the previously collected survey responses, estimates and reports are out of date, are limiting in the detail provided and are not sufficiently wholistic to clarify future use and further investigation is required on ensuring compliance with Building Code. Further investigations are currently underway, and the community will continue to be engaged regarding any findings.

Statutory Environment

Local Government Act 1995

There is no statutory requirement for the Hall survey results to be published but in the interest of transparency and the level of public interest, a summary document has been prepared.

Policy Implications

1.3.2 Asset Management Policy

"Policy Statement:

The Shire of Mingenew delivers a variety of services to the community and in doing so, must ensure that the assets supporting these services are:

- a) Managed in a way that promotes maximum performance for the most cost-effective 'Life Cycle' cost;*
- b) Meeting community expectations of time, quality, and value for money.*

Achieving this objective in an affordable and sustainable manner requires a strategic and long-term approach to asset planning and management. The Shire aims to deliver this through:

- a) Agreed levels of service that are cost effective and relevant;*
- b) The adoption of a continuous improvement approach to asset management;*
- c) Community and key stakeholder consultation in regard to expected levels of service; and*

- d) *Endeavouring to achieve Asset Ratio benchmarks as set by the Department of Local Government, Sport and Cultural Industries (although these ratios are no longer required to be included in the Annual Financial Statements)*"

Financial Implications

The cost of the survey is nil (prepared and promoted in-house) however, future actions will need budgetary consideration, in particular any assessments

Strategic Implications

Strategic Community Plan 2019-2029:

- 1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders.

12.0 FINANCE

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2023

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	FM.FRP
Attachment/s:	Monthly Financial Report – February 2023
Disclosure of Interest:	Nil
Date:	9 March 2023
Author:	Helen Sternick, Senior Finance Officer
Approved by:	Jeremy Clapham, Finance & Administration Manager
Voting Requirement:	Simple Majority

Summary

This report recommends that the Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 28 February 2023 as presented to the Council be received.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 12.1 – RESOLUTION# 05190423
MOVED: Cr AR Smyth SECONDED: Cr CV Farr

That with respect to the Monthly Financial Report (containing the Statement of Financial Activity), Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Statement of Financial Activity, and associated documentation for the period 1 July 2022 to 28 February 2023, as included at Attachment 12.1.1.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 6/0

Attachment

12.1.1 Monthly Financial Report for period ending 28 February 2023

Background

The Monthly Financial Report to 28 February 2023 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Nature or Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Lease Liabilities
- Reserve Accounts
- Other Current Liabilities
- Operating Grants, Subsidies and Contributions
- Non-operating Grants, Subsidies and Contributions
- Bonds and Deposits Held
- Budget Amendments
- Explanation of Material Variances

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 28 February 2023	
Municipal Funds – Corporate cheque account	\$2,100,897
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$0
Term Deposit – Reserves	\$563,254

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2022/23 financial year.

Audit of the 2021/22 Annual Financial Report was completed on 9 December 2022 with no further adjustments to the opening surplus.

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, 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(1)(b) or (c); and
- (b) budget estimates to the end of the month to which the statement relates; and
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity 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; and
- (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; or

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- (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 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.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 31 March 2023	
Municipal Funds – Corporate cheque account	\$1,827,297
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$0
Term Deposit – Reserves	\$563,254

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2022/23 financial year.

Audit of the 2021/22 Annual Financial Report was completed on 9 December 2022 with no further adjustments to the opening surplus.

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, 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(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity 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; and
 - (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; or

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- (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 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.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 April 2023

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 April 2023

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

15.0 CONFIDENTIAL ITEMS

Nil.

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 21 June 2023 commencing at 5.00pm.

17.0 CLOSURE

The meeting was closed at 5:09pm.

These minutes were confirmed at an Ordinary Council meeting on 21 June 2023.

Signed _____
Presiding Officer

Date: _____