

# **ORDINARY MEETING**

# **MINUTES**

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**THURSDAY 23RD JUNE 2022**

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# WARREN SHIRE COUNCIL

Minutes of the Ordinary Meeting of Council  
held in the Council Community Room, 115 Dubbo Street Warren  
on Thursday 23rd June 2022 commencing at 8:33 am

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## Present:

<b>COUNCILLORS</b>	MJ Quigley	Chair
	KL Walker	
	NR Kinsey	
	SJ Derrett	
	AJ Brewer	
	JM Van Eldonk	
	GJ Whiteley	
	HJ Druce	
	DJ McCloskey	
	RJ Higgins	
<b>STAFF MEMBERS</b>	G Woodman	General Manager (GM)
	D Arthur	Divisional Manager Finance & Administration (DMFA)
	S Otieno	Divisional Manager Engineering Services (DMES)
	M Stephens	Manager Health & Development Services (MHD)
	J Burtenshaw	Executive Assistant (EA)
	C Mitchell	Administration Officer (AO)

## APOLOGIES

Apologies were tendered on behalf of Councillor RA Jackson and Councillor KW Taylor who were absent due to external commitments, and it was **MOVED** Derrett/Kinsey that the apology be accepted and a leave of absence for the member concerned be granted.

**Carried**  
**154.6.22**

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## CONFIRMATION OF MINUTES

**MOVED** Walker/Druce that the Minutes of the Ordinary Meeting of Council held on Thursday, 26th May 2022 be adopted as a true and correct record of that Meeting.

**Carried**  
**155.6.22**

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## DISCLOSURES OF INTERESTS

EA - N

Councillor Derrett declared a non-pecuniary interest in regard to Item 3 Divisional Manager Finance & Administration Report - Works Progress Reports – Finance & Administration Projects and advised that she would vacate the meeting and take no part in the debate or voting on the matter.

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## MAYORAL MINUTE(S)

Nil.

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## REPORTS OF COMMITTEES

### Road Committee Minutes

(T5-2)

**MOVED** Whiteley/Kinsey that the Minutes of the Road Committee Meeting held on Thursday, 1st June 2022 be received and noted and the following recommendation be adopted:

#### Item 5.5 Road Safety Plan

(C14-3.28)

DMES - A  
Chk Lst That Council progress the development and adoption of a Warren Shire Council Road Safety Plan in 2022/2023.

**Carried**  
**156.6.22**

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### Manex

(C14-3.4)

**MOVED** Whiteley/Walker that the Minutes of the Manex Meeting held on Tuesday, 14th June 2022 be received and noted.

**Carried**  
**157.6.22**

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### Sporting Facilities Committee

(S21-2.1)

**MOVED** Whiteley/Walker that the Minutes of the Sporting Facilities Committee meeting held on Wednesday, 15th June 2022 be received and noted and the following recommendation be adopted:

#### Item 5.3 Request For Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct (C13-73, G4-1.417, P1-7.3)

That:

GM/TSM  
- A  
Chk Lst

1. Subject to a positive financial check Council accepts the tender received from Landmark Products Pty Ltd of Caboolture Qld for the RFT C13-73 "Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct" and;
2. Authority be given to affix the Seal of Council to the RFT C13-73 "Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct".

**Carried**  
**158.6.22**

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## REPORTS OF COMMITTEES

CONTINUED

### Plant Committee

(C14-3.8)

**MOVED** Brewer/Kinsey that the Minutes of the Plant Committee Meeting held on Wednesday, 15th June 2022 be received and noted and the following recommendation be adopted:

#### Item 6.1 Replacement of Racecourse and Warren Roadside Tractor (P2-5.39/01)

DMES - A  
Chk Lst

That Council proceeds with the purchase of one (1) John Deere 5093E Tractor with frontend loader and attachments for the Warren Roadside Tractor for \$88,910.00 ex GST and one (1) John Deere 5093E Tractor with frontend loader and attachments and turf tyres for the Showground Racecourse Tractor for \$96,637.28 ex GST from Hutcheon and Pearce, 11 Zora Street, Warren using available funds for tractor replacement in 2021/2022 and the Plant Replacement Budget in 2022/2023.

Carried  
159.6.22

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## DELEGATES REPORTS

#### Item 1 Castlereagh Macquarie County Council (C15-1)

**MOVED** Kinsey/Walker that the Draft Minutes of the Castlereagh Macquarie County Council held on Tuesday, 3rd May 2022 be received and noted.

Carried  
160.6.22

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#### Item 2 Country Mayors Association of New South Wales Rural Health Forum (C14-5.5)

**MOVED** Walker/Kinsey that the Minutes of the Rural Health Forum of the Country Mayors Association of New South Wales held on Thursday, 26th May 2022 be received and noted.

Carried  
161.6.22

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#### Item 3 Country Mayors Association of New South Wales (C14-5.5)

**MOVED** Whiteley/Druce that the Minutes of the Ordinary Meeting of the Country Mayors Association of New South Wales held on Friday, 27th May 2022 be received and noted.

Carried  
162.6.22

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#### Item 4 Warren Interagency Support Services (C3-9)

**MOVED** Derrett/Brewer that the Minutes of the Warren Interagency Support Services Meeting held on Thursday, 2nd June 2022 be received and noted.

Carried  
163.6.22

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## DELEGATES REPORTS

COTNINUED

**Item 5 Mining and Energy Related Councils (NSW) Inc. (C14-6.3)**

**MOVED** Walker/Kinsey that the Minutes of the Ordinary Meeting of the Mining and Energy Related Councils (NSW) Inc. held on Friday, 3rd June 2022 be received and noted.

**Carried  
164.6.22**

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## POLICY REPORTS

**Item 1 Councillor and Staff Interaction Policy (C14-1, P13-1)**

GM - A  
Chk Lst

**MOVED** Brewer/Druce that:

1. The information be received and noted;
2. Schedule one (1) of the Policy be amended to only have the General Manager, Divisional Manager Engineering Services, Divisional Manager Finance & Administration, Manager of Health and Development Services, Executive Assistant to the Mayor and General Manager as authorised staff contacts for Councillors;
3. The Policy be amended to have a review term of four (4) years, new term of Council or as required.
4. The Policy Document Control Description be amended to Second Edition;
5. The reviewed and amended Councillor and Staff Interaction Policy be placed on public exhibition for a minimum of 28 days; and
6. Subject to no adverse submissions being received, the reviewed Councillor and Staff Interaction Policy as amended be adopted.

**Carried  
165.6.22**

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At this point in the meeting, the time being 10.02 am, Council adjourned the Meeting to conduct a Citizenship Ceremony and to hold Morning Tea.

The Meeting resumed at 10.57 am with all members present.

**Item 2 Complaints Management Policy (S12-10, P13-1)**

GM - A  
Chk Lst

**MOVED** Whiteley/Derrett that:

1. The information be received and noted;
2. The reviewed Complaints Management Policy be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the reviewed Complaints Management Policy as amended be adopted.

**Carried  
166.6.22**

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**GENERAL MANAGER'S REPORTS**

**Item 1 Outstanding Reports Checklist (C14-7.4)**

EA - N **MOVED** Kinsey/Derrett that the information be received and noted and that the items marked with an asterisk (\*) be deleted.

**Carried  
167.6.22**

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In recognition of Warren being a healthy town and to keep awareness of a healthy lifestyle, Council will be standing while dealing with Item 2 of the General Manager's report.

**Item 2 Committee/Delegates Meetings (C14-2)**

**MOVED** Brewer/Walker that the information be received and noted.

**Carried  
168.6.22**

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**Item 3 Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1)**

**MOVED** Kinsey/McCloskey that the information be received and noted.

**Carried  
169.6.22**

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**Item 4 Determination of the Local Government Remuneration Tribunal 2022/2023**

**(C14-5.1)**

DMFA - N **MOVED** Brewer/Kinsey that Council adopt the full 2.0% increase as determined by the Local Government Remuneration Tribunal making the Councillor fee \$10,117.19 and the Mayoral fee \$27,595.15 as of 1st July 2022.

**Carried  
170.6.22**

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**Item 5 Draft Warren Shire 2035 Community Strategic Plan, 2022/2023 – 2025/2026 Delivery Program and 2022/2023 Operational Plan Exhibition (A7-4.1/1)**

GM - A **MOVED** Derrett/Walker that:

Chk Lst

1. The information be received and noted; and
2. The submissions from the Cancer Council of NSW and Kate Mildner be noted and that they be thanked for their input;
3. The final amended draft of the Warren Shire 2035 Community Strategic Plan, 2022/2023 – 2025/2026 Delivery Program and 2022/2023 Operational Plan be adopted by Council.

**Carried  
171.6.22**

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## GENERAL MANAGER'S REPORTS

CONTINUED

**Item 6 Draft Memorandum of Agreement – RiverSmart Australia Ltd (C12-3.5, P1-7.17/1)**

GM - A  
Chk Lst

**MOVED** Derrett/Brewer that Council endorse the Memorandum of Agreement between Warren Shire Council and RiverSmart Australia Limited dated 1st July 2022.

**Carried  
172.6.22**

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**Item 7 Disclosure of Interest – Councillors and Designated Persons (A7-9)**

**MOVED** Whiteley/Walker that the tabled Disclosure of Interest Returns for Councillors and Designated Persons be received and noted.

**Carried  
173.6.22**

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**Item 8 2022 Local Roads Congress – IPWEA (NSW) (C14-5.4, R4-13.2)**

**MOVED** Whiteley/Druce that the information be received and noted.

**Carried  
174.6.22**

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**Item 9 Warren Shire Council Delegate to the Castlereagh Macquarie County Council (C14-2, C15-1)**

**MOVED** Brewer/Derrett to suspend standing orders to allow discussion of this item.

**Carried  
175.6.22**

**NOMINATION** Councillor Greg Whiteley by Councillor Heather Druce, seconded by Councillor Dirk McCloskey. No other nominations were received and accordingly Councillor Whiteley was elected.

**MOVED** Brewer/Derrett to reinstate standing orders.

**Carried  
176.6.22**

The Mayor and other Councillors thanked Councillor Brewer for his time over the past years as Council's Delegate to the Castlereagh Macquarie County Council.

GM - A  
Chk Lst

**MOVED** Brewer/Kinsey that Councillor Greg Whiteley be the new Delegate to the Castlereagh Macquarie County Council and the Castlereagh Macquarie County Council be advised accordingly.

**Carried  
177.6.22**

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At this point in the meeting, the time being 11.55 am Councillor Brewer left the meeting room and took no further part of the meeting.

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## DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS

**Item 1 Reconciliation Certificate – May 2022 (B1-10.16)**

**MOVED** Druce/Kinsey that the Statements of Bank and Investments Balances as at 31st May 2022 be received and noted.

**Carried  
178.6.22**

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**Item 2 Statement of Rates and Annual Charges (R1-4)**

**MOVED** Walker/Kinsey that the information be received and noted.

**Carried  
179.6.22**

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At this point in the meeting, the time being 11.57 am Councillor Derrett left the meeting.

**Item 3 Works Progress Reports – Finance & Administration Projects (S1-1.15, C9-1)**

**MOVED** Druce/Walker that the information be received and noted.

**Carried  
180.6.22**

At this point in the meeting the time being 12.00 noon, Councillor Derrett re-joined the meeting.

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**Item 4 Adoption of the 2022/2023 Estimates & 2022/2023 Fees & Charges (E4-42)**

**MOVED** Kinsey/Walker that:

1. Council note, there were no submissions or comments received on the Draft 2022/2023 Estimates and 2022/2023 Fees & Charges during the advertising period which closed on Thursday 2nd June 2022, and
2. Council adopt the 2022/2023 Estimates and 2022/2023 Fees & Charges.

**Carried  
181.6.22**

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**Item 5 Making and Levying of Rates and Fixing of Charges - 2022/2023 (R1-6.1)**

**MOVED** Walker/Kinsey that:

1. It is hereby resolved to make a Farmland ad valorem rate of 0.345631 cents in the dollar, subject to a minimum of \$296.00 per assessment on the land value of all land within the Shire other than land within the Warren, Nevertire and Collie centres of population and fringe area, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
2. It is hereby resolved to make a Warren Residential ad valorem rate of 4.459641 cents in the dollar, subject to a minimum of \$549.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.

DMFA - A  
Chk Lst

DMFA -  
N



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**DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS**

**CONTINUED**

**Item 5            Making and Levying of Rates and Fixing of Charges - 2022/2023            Continued**

3. It is hereby resolved to make a Nevertire Residential ad valorem rate of 0.683763 cents in the dollar subject to a minimum of \$227.00 per assessment on the land value of all land within the Nevertire Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
4. It is hereby resolved to make a Collie Residential ad valorem rate of 1.926814 cents in the dollar subject to a minimum of \$227.00 per assessment on the land value of all land within the Collie Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
5. It is hereby resolved to make a Rural Residential ad valorem rate of 0.6998 cents in the dollar subject to a minimum of \$296.00 per assessment on the land value of all land satisfying the Rural Residential criteria generally being land between 2 and 40 ha in area and not in an urban centre population and used for residential purposes only subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
6. It is hereby resolved to make a Business ad valorem rate of 8.556735 cents in the dollar subject to a minimum rate of \$549.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate and satisfying business criteria, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
7. It is hereby resolved to make a Business – Other Warren ad valorem rate of 0.620983 cents in the dollar subject to a minimum rate of \$296.00 per assessment on the land value of all land meeting the business criteria which are situated on the fringes of the Warren Centre of Population, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
8. It is hereby resolved to make a Business – Nevertire ad valorem rate of 1.544687 cents in the dollar subject to a minimum rate of \$296.00 per assessment on the land value of all land meeting the business criteria which is identified in the LEP 2012 - Industrial Zoning area of Nevertire, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
9. It is hereby resolved to make a Business - Airport Area ad valorem rate of 0.641891 cents in the dollar subject to a minimum rate of \$296.00 per assessment on the land value of all land meeting the business criteria which is identified in the LEP 2012 - Industrial Zoning area of the Warren Airport area, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
10. Council determine the interest rate to be charged on overdue rates and annual charges from 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023 be set at 6% as advised by the Office of Local Government and in accordance with the provisions of Section 566(3) of the Local Government Act, 1993.

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**DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS**

**CONTINUED**

**Item 5            Making and Levying of Rates and Fixing of Charges - 2022/2023            Continued**

11. Approval be given for the rates made under the preceding clauses of this resolution to be levied as Combined Rates for the Warren Water Availability Charge, Warren Residential Sewerage Charge, Non-residential Sewerage Charge, Warren Domestic Waste Charge, Warren Waste Management Charge, Nevertire Water Availability Charge, Nevertire Sewerage Charge, Nevertire Domestic Waste Charge, Collie Water Availability Charge, Collie Domestic Waste Charge, Warren Airport Water Supply, Domestic Waste Vacant Charge and Waste Depot Access Charge to be levied in advance on Council's Rate Notice.
  
12. Council make an availability charge for all assessments for the Warren Water Supply of \$500.00 per annum and usage charges as follows:  
  
Potable (Bore) water usage charge of \$1.39 per kilolitre up to 450 kls, then \$2.11 per kilolitre for usage over 450 kls.  
  
Non-potable (River) water usage charge of 50 cents per kilolitre up to 450 kls, then 89 cents per kilolitre for usage over 450 kls.
  
13. Council make an availability charge for all assessments for a Warren Residential Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$625.00 per annum.
  
14. Council make an availability charge for all assessments for a Non-residential Sewerage Access Charge of \$573.00 per annum and a usage charge of \$2.11 per kl multiplied by the relevant Sewerage Discharge Factor for the type of business being conducted.
  
15. Council make an availability charge for all assessments for Warren Domestic Waste Charge within the Warren Scavenging District of \$322.00 with an additional charge of \$6.19 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste Charge within the Warren scavenging district of \$54.00 per annum for all vacant rateable land.
  
16. Council make an availability charge for all assessments for Warren Waste Management Charge within the Warren Scavenging District of \$322.00 with an additional charge of \$6.19 for each service exceeding the minimum number of one service weekly. Council make a Vacant Waste Charge within the Warren scavenging district of \$54.00 per annum for all vacant rateable land.
  
17. Council make an availability charge for all assessments for the Nevertire Water Supply of \$662.00 per annum and usage charges as follows:  
  
Potable (Bore) water usage charge of 80 cents per kilolitre up to 450 kls, then \$1.17 per kilolitre for usage over 450 kls.  
  
Further that all assessments being eligible for connection to the supply but not connected be charged at \$264.00 per annum.
  
18. Council make an availability charge for all assessments for Nevertire Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$654.00 per annum.

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**DIVISIONAL MANAGER FINANCE AND ADMINISTRATION'S REPORTS**

**CONTINUED**

**Item 5 Making and Levying of Rates and Fixing of Charges - 2022/2023 Continued**

Further that all assessments being eligible for connection to the service but not connected be charged at \$250.00 per annum.

19. Council make an availability charge for all assessments for Domestic Waste Charge within the Nevertire Garbage Scavenging District of \$322.00 with an additional charge of \$6.19 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Nevertire Scavenging District of \$54.00 per annum for all vacant rateable land.
20. Council make an availability charge on all assessments connected to the Collie Water Supply at a rate of \$506.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.65 per kilolitre up to 450 kls, then \$2.53 per kilolitre for usage over 450 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$264.00 per annum.
21. Council make an availability charge for all assessments for Domestic Waste Charge within the Collie Garbage Scavenging District of \$322.00 with an additional charge of \$6.19 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Collie Scavenging District of \$54.00 per annum for all vacant rateable land.
22. Council make an availability charge for all assessments for Warren Aerodrome Water within the Warren Aerodrome Precinct of \$166.00 per annum

Potable (Bore) water usage charge of \$1.39 per kilolitre up to 450 kls, then \$2.11 per kilolitre for usage over 450 kls.
23. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$313.00 for each pedestal being ½ of the Warren Sewerage charge for each occupancy.
24. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$327.00 for each pedestal being ½ of the Nevertire Sewerage charge for each occupancy.
25. Council make a Waste Depot Access Charge for the provision of Waste Management Services on each occupied assessment categorised as Residential - Rural, Business – Other and Business - Airport that are outside the waste collection area of the shire of \$105.00.
26. Council make a Vacant Domestic Waste Charge for the provision of Waste Management Services on each vacant assessment categorised as Residential - Rural, Business – Other Warren and Business – Airport Area that are outside the waste collection area of the shire of \$54.00.

**Carried**  
**182.6.22**

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## DIVISIONAL MANAGER ENGINEERING SERVICES REPORTS

**Item 1 Works Progress Reports - Roads (C14-7.2)**

**MOVED** Whiteley/McCloskey that the information be received and noted.

**Carried  
183.6.22**

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**Item 2 Works Progress Reports – Town Services (C14-7.2)**

**MOVED** Whiteley/Walker that the information be received and noted.

**Carried  
184.6.22**

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**Item 3 Works Progress Reports – Fleet/Workshop (C14-7.2)**

**MOVED** Walker/Druce that the information be received and noted.

**Carried  
185.6.22**

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## MANAGER HEALTH AND DEVELOPMENT SERVICES REPORTS

**Item 1 Development Application Approvals (D4-9)**

**MOVED** Kinsey/Derrett that the information be received and noted.

**Carried  
186.6.22**

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**Item 2 Works Progress Reports – Health and Development Services (C14-7.3)**

**MOVED** Whiteley/Walker that the information be received and noted.

**Carried  
187.6.22**

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## MATTERS OF URGENCY

The Mayor deemed this item to be a Matter of Urgency.

**Item 1 RNSW919 – Warren Road Upgrade Final Restart NSW Funding Deed Signing Under Council Seal (R4-2.8, R4-10. G4-1.40)**

**MOVED** Druce/Kinsey that authority be given to the Mayor and/or General Manager to sign the RNSW919 – Warren Road Upgrade Final Restart NSW Funding Deed under the seal of Council.

**Carried  
188.6.22**

DMES - A  
Chk Lst

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There being no further business the meeting closed at 12.25 pm.

**THESE MINUTES WILL BE CONFIRMED AT THE ORDINARY MEETING OF COUNCIL  
HELD ON THURSDAY, 28TH JULY 2022 AS BEING  
A TRUE AND CORRECT RECORD.**

**MINUTE NO.        .07.22**

.....  
**GENERAL MANAGER**

.....  
**MAYOR**