



NOTICE OF SPECIAL MEETING OF COUNCIL

For Council to consider:

- 1. Confirm minutes for meetings held in November 2002 and January 2023.**
 - 2. Receive and endorse the minutes for the Local Emergency Management Committee Meeting.**
 - 3. Presentation of Summary of Accounts and Monthly Financial Statements for November and December 2022.**
 - 4. Annual Financial Statements and Audit Opinion 2021/22.**
 - 5. 2021-2022 Annual Report.**
 - 6. Annual General Meeting of Electors.**
 - 7. RFT 01/2223 Southampton Road - Balingup – Road and Path upgrade (Confidential).**
 - 8. SHERP – Minninup Cottages delegated Tender Award (Confidential).**
-

To be held on **Wednesday 25 January 2023**

Commencing at 3:00 pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

Kim Dolzadelli
Acting Chief Executive Officer

20 January 2023

Disclaimer

Please note the items and recommendations in this document are not final and are subject to change or withdrawal.

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SHIRE OF DONNYBROOK BALINGUP
NOTICE OF SPECIAL COUNCIL MEETING

To be held at the Council Chambers
Wednesday, 25 January 2023 at 3.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Commissioner – Acknowledgment of Country

The Commissioner to acknowledge the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders, past, present and emerging.

The Commissioner to declare the meeting open and welcome the public gallery.

The Commissioner to advise that the meeting is being live streamed and recorded in accordance with Council Policy EM/CP-2. The Commissioner to further state the following:

“This meeting is being livestreamed and digitally recorded in accordance with Council Policy.”

“Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.”

“Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording.”

2 ATTENDANCE

MEMBERS PRESENT

MEMBERS	STAFF
Gail McGowan - Commissioner	Ben Rose – Chief Executive Officer
	Kim Dolzadelli – Director Corporate and Community
	Archana Arun – Admin. Officer Executive Services

PUBLIC GALLERY

2.1 APOLOGIES

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by the commissioner to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question: Helen Christensen

What repairs are going to be done to Jayes Road?

Director Operations Response

The project consists of the reconstruction and sealing of shoulders along Jayes Road to achieve a 6m seal width for approximately 3km, from Mauger Road. Any potholes will be repaired and the road will be considered for a full reseal over the entire width in next year's budget. The 1km section from Mauger Road to Walter St is planned to have shoulders reconstructed this year, however due to some steep edges and trees, will require the use of different equipment and will be undertaken separately.

Question: Mike King

Do we have a detailed project plan? Are the capital and operating capital cost required for each club defined and agreed by the clubs?

CEO Response

Yes, there is a detailed project plan.

An allowance has been provided for in the Long Term Financial Plan for ongoing costs, although that will require refinement as the precise scope of the built-form is determined.

Question: Mike King

So, given that the scope of work has been cut in order to make it fit within a \$9.5 million budget, what does the project plan look like now?

CEO Response

In terms of the project 'deliverable/output', the Shire is focusing on the original Stage 1 scope of works to be delivered, being the built form and infrastructure services that will further support the ongoing delivery and implementation of additional scope, as and when future funding becomes available.

Question: Neville Fry

You mentioned the VC Mitchell Park scope is changing - what has changed and what are you now getting for \$10 million?

CEO Response

In terms of the 'deliverable/output', the Shire is focusing on the original Stage 1 scope of works to be delivered, being the built form and infrastructure services that will further support the ongoing delivery and implementation of additional scope, as and when future funding becomes available.

Question: Shane Sercombe

For the VC Mitchell Park Project, I have been advised there is no co-contribution required to receive the \$6 million. Will you correct the public record?

CEO Response

This question has been asked by you, and answered by the Shire, on various occasions and previous forums.

Question: John Bailey

Does Council intend to provide full plans and yearly costings to the community before you sign off on this project?

CEO Response

The Chief Executive Officer cannot pre-determine decisions of the Council and so cannot advise if the "Council intends to provide full plans and yearly costings". The Council approved the contract and loan for the project at its previous Council Meeting. Further project details are intended to be released to the public as and when they are available for release.

Question: Kevin Johns

Why would we go into another contract for a football club without plans and without costings? Are the contracts going to be fixed? Are they going to be fixed-plus? What have we spent \$350,000 already?

CEO Response

Part 1 – the Shire wouldn't recommend doing this.

Part 2 – details of the contract with Perkins Builders are commercial in confidence.

Part 3 – project funds have been spent on forward planning, project management, concept and partial schematic design and preparation of tender documentation.

Question: Shane Sercombe

Why haven't we still had an Audit Committee Meeting (as there are matters to consider) and what was the breakdown in communication?

Director Corporate and Community Response

This question was previously asked by you at the October 2022 Ordinary Council Meeting with the response recorded in the minutes of that Meeting.

Question: Shane Sercombe

Will this financial year's capital budget be spent in the remainder of the financial year?

Director Corporate and Community Response

No.

5.2 PUBLIC QUESTION TIME

In accordance with the Clause 7(3) of the Local Government (Administration) Regulations, public questions must relate to the stated purpose of the Special Meeting of Council.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Nil.

7 CONFIRMATION OF MINUTES

7.1 SPECIAL MEETING OF COUNCIL – 16 NOVEMBER 2022

Minutes of the Special Meeting of Council held 16 November 2022 are attached (attachment 7.1(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 16 November 2022 be confirmed as a true and accurate record.

7.2 ORDINARY MEETING OF COUNCIL – 23 NOVEMBER 2022

Minutes of the Ordinary Meeting of Council held 23 November 2022 are attached (attachment 7.2(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 23 November 2022 be confirmed as a true and accurate record.

7.3 SPECIAL MEETING OF COUNCIL – 11 JANUARY 2023

Minutes of the Special Meeting of Council held 11 January 2023 are attached (attachment 7.3(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 11 January 2023 be confirmed as a true and accurate record.

8 REPORTS OF COMMITTEES

8.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes of the Local Emergency Management Committee Meeting held 29 November 2022 are attached (attachment 8.1(1)).

EXECUTIVE RECOMMENDATION

That Council receive and endorse the minutes of the Local Emergency Management Committee Meeting, inclusive of any recommendations contained therein.

9 REPORTS OF OFFICERS

9.1 DIRECTOR OPERATIONS

Nil.

9.2 DIRECTOR CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT – NOVEMBER 2022

The Schedule of Accounts Paid under Delegation (No 1.2.21) is presented for public information (attachment 9.2.1(1)).

9.2.2 MONTHLY FINANCIAL REPORT – NOVEMBER 2022

The Monthly Financial Report for November 2022 is attached (*attachment 9.2.2(1)*).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended November 2022 be received.

9.2.3 ACCOUNTS FOR PAYMENT – DECEMBER 2022

The Schedule of Accounts Paid under Delegation (No 1.2.21) is presented for public information (attachment 9.2.3(1)).

9.2.4 MONTHLY FINANCIAL REPORT – DECEMBER 2022

The Monthly Financial Report for December 2022 is attached (*attachment 9.2.4(1)*).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended December 2022 be received.

9.2.5 ANNUAL FINANCIAL STATEMENTS AND AUDIT OPINION 2021/22

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 02A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	9.2.5(1) - Annual Financial Statements 2021/2022 9.2.5(2) - Audit Opinion 2021/2022 9.2.5(3) – Management Letter 9.2.4(4) – Interim Audit Management Letter
Voting Requirements	Simple Majority

Audit and Risk Management Committee Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the Annual Financial Report, Audit Report, Final Management Letter and Interim Audit Management letter for the year ending 30 June 2022; and 2. Note that a report on significant findings in accordance with Section 7.12A(4)(b) of the Local Government Act 1995, for the year ending 30 June 2022, is not required.

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	11	Strong, visionary leadership
Objective	11.1	Provide strategically focused, open and accountable governance
Outcome	12	A well respected, professionally run organisation
Objective	11.1	Deliver effective and efficient operations and service provision

EXECUTIVE SUMMARY

The Audit and Risk Management Committee considered the Annual Financial Report and Audit Opinion on Wednesday 18 January 2023 resulting in the above recommendation to Council.

BACKGROUND

The Shire of Donnybrook Balingup audit for year ending 30 June 2022 was conducted by the Office of the Auditor (OAG) using a private contractor; Moore Australia. The Office of the Auditor General (OAG) has completed the Audit of the Annual Financial Report for the year ended 30 June 2022. The audit opinion was issued on 21 December 2022 and is attached to this item for reference.

The audit opinion is unqualified and concludes that the report fairly represents the results of the operations of the Shire for the period ended 30 June 2022.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Local Government Act 1995 Part – 7 Audit

7.12A. Duties of local government with respect to audits

- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (in) *its functions under Part 6 of the Act; and*

- (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

CONSULTATION

The Audit and Risk Management Committee (ARMC) consider the Annual Financial Statements and Audit Opinion at its meeting held Wednesday 18 January 2023.

The following decision was made at ARMC meeting referred to above:

“ COMMITTEE RESOLUTION

That the Audit and Risk Management Committee recommend to Council:

- 1. Receive the Annual Financial Report, Audit Report, Final Management Letter and Interim Audit Management letter for the year ending 30 June 2022; and***
- 2. Note that a report on significant findings in accordance with Section 7.12A(4)(b) of the Local Government Act 1995, for the year ending 30 June 2022, is not required.***

The Chairperson called for a vote and the resolution was carried.

CARRIED 3/0”

OFFICER CONCLUSION

The audit opinion is unqualified and concludes that the report fairly represents the results of the operations of the Shire for the period ended 30 June 2022.

9.2.6 2021-2022 ANNUAL REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.2.6(1) - 2021-2022 Annual Report
Voting Requirements	Absolute Majority

Recommendation
That Council accepts the Annual Report for the year ending 30 June 2022 as attached.

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	11	Strong, visionary leadership
Objective	11.1	Provide strategically focused, open and accountable governance
Outcome	12	A well respected, professionally run organisation
Objective	11.1	Deliver effective and efficient operations and service provision

EXECUTIVE SUMMARY

The Annual Report seeks to provide a record of the events and operations of the Shire for the past financial year. The minimum content is prescribed and includes a full copy of the Annual Financial Report and a copy of the Auditor’s report.

The Annual Report is required to be accepted by the Council prior to making it publicly available to the community by posting it on the Shire’s website and presenting it to the Annual General Meeting of Electors.

BACKGROUND

The Annual Financial Statements and Auditors Report, which form part of the Annual Report, were reviewed by the Audit and Risk Management Committee on the Wednesday 18 January 2023.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Local Government Act 1995, sections:

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require; and*
 - (i) *such other information as may be prescribed.*

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

CONSULTATION

Not applicable.

OFFICER CONCLUSION

The Annual Report 2021-22 is presented for acceptance prior to calling the Annual General Meeting of Electors.

9.2.7 ANNUAL GENERAL MEETING OF ELECTORS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	Not Applicable
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council</p> <ol style="list-style-type: none"> 1. Schedules the Annual General Meeting of Electors for Tuesday 7 March 2023 commencing at 6:00pm at the Town Hall, Bentley Street Donnybrook; 2. Instruct the Chief Executive Officer undertake all statutory advertising.

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	11	Strong, visionary leadership
Objective	11.1	Provide strategically focused, open and accountable governance
Outcome	12	A well respected, professionally run organisation
Objective	11.1	Deliver effective and efficient operations and service provision

EXECUTIVE SUMMARY

The purpose of this report is for Council to confirm a date for the Annual General Meeting of Electors.

BACKGROUND

In accordance with the provisions of section 5.27 of the *Local Government Act 1995*, a general meeting of electors of a district is to be held once every financial year, but not more than 56 days after the local government accepts the annual report for the previous financial year.

In addition, section 5.29(1) of the Act requires a minimum 14-day notice period of the annual meeting of electors be given via local public notice.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 5.27 of the Local Government Act 1995.

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government (Administration) Regulations 1996 regulation 15:

15. Matters to be discussed at general meeting (Act s. 5.27(3))

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice,of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time the notice is first given and is to continue in the prescribed way until the meeting has been held.

Section 1.7 of the Local Government act 1995:

1.7. Local public notice

Where under this Act local public notice of a matter is required to be given, notice of the matter must be —

- (a) published on the official website of the local government concerned in accordance with the regulations; and
- (b) given in at least 3 of the ways prescribed for the purposes of this section.

Local Government (Administration) Regulations 1996 regulation 3A:

3A. Requirements for local public notice (Act s. 1.7)

- (1) For the purposes of section 1.7(a), notice of a matter must be published on the local government’s official website for —
 - (a) the period specified in or under the Act in relation to the notice; or
 - (b) if no period is specified in relation to the notice — a period of not less than 7 days.
- (2) For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed —
 - (a) publication in a newspaper circulating generally in the State;
 - (b) publication in a newspaper circulating generally in the district;
 - (c) publication in 1 or more newsletters circulating generally in the district;
 - (d) publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the matter and the persons likely to be affected by it, for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;
 - (e) circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;
 - (f) exhibition on a notice board at the local government offices and each local government library in the district for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;
 - (g) posting on a social media account administered by the local government for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days.

CONSULTATION

To be advertisement via South Western Times, Shire Website, Shire notice boards and social media.

OFFICER COMMENT/CONCLUSION

Giving consideration to the requisite statutory timeframes (in particular the 14 day notice period), the lead time required to lodge a notice in any of the local newspaper publications as necessary for a “local public notice”, it is suggested that Council hold this Annual Meeting of Electors Tuesday, 7 March 2023 commencing at 6:00pm.

9.3 CHIEF EXECUTIVE OFFICER

Nil.

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil.

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12.1.1 RFT 01/2223 – SOUTHAMPTON ROAD – BALINGUP – ROAD AND PATH UPGRADE - CONFIDENTIAL

This report is confidential in accordance with Section 5.23 (2) (c) of the Local Government Act 1995, which permits the meeting to be closed to the public.

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

12.1.2 SHERP- MINNINUP COTTAGES DELEGATED TENDER AWARD

This report is confidential in accordance with Section 5.23 (2) (c) of the Local Government Act 1995, which permits the meeting to be closed to the public.

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

13 CLOSURE

The Commissioner to advise that the next Ordinary Council Meeting will be held on Wednesday 22 February 2023 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.