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# Council Minutes

Shire of Pingelly

Special Council Meeting

25 September 2024

Pingelly, positive by nature. Let's grow together!

## Risk Framework

### Consequence Rating

Impact	Health	Financial	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant	Negligible injuries	Less than \$2,000	No material service interruption	No noticeable regulatory / statutory impact	Low impact, single complaint, low profile or 'no news' item	Inconsequential or no damage	Contained, reversible impact managed on site response
Minor	First aid injuries	\$2,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliance	Low impact, a small number of complaints	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate	Medical type injuries <5 days	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Public embarrassment, moderate impact, low or moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major	Lost time injury >5 days	\$50,001 - \$200,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic	Fatality, permanent disability	More than \$200,000	Indeterminate prolonged interruption – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages	Public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution. Complete loss of property	Uncontained, irreversible impact

### Likelihood Rating

	Description
Almost Certain	The event is expected to occur in most circumstances   > once per year   > 90% chance of occurring
Likely	The event will probably occur in most circumstances   At least once per year   60% - 90% chance of occurring
Possible	The event should occur at some time   At least once in 3 years   40% - 60% chance of occurring
Unlikely	The event could occur at some time   At least once in 3 years   10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances   Less than once in 15 years   < 10% chance of occurring

### Risk Matrix

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M (5)	H (10)	H (15)	E (20)	E (25)
Likely	L (4)	M (8)	H (12)	H (16)	E (20)
Possible	L (3)	M (6)	M (9)	H (12)	H (15)
Unlikely	L (2)	L (4)	M (6)	M (8)	H (10)
Rare	L (1)	L (2)	L (4)	L (4)	M (5)

### Risk Acceptance Criteria

	Description	Criteria	Responsibility
Low (L)	Acceptable	Acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Staff Member
Moderate (M)	Monitor	Acceptable with adequate controls, managed by specific procedures, subject to semi-annual monitoring	Senior Manager
High (H)	Urgent action	Acceptable with effective controls, managed by senior management, subject to monthly monitoring	Senior Manager
Extreme (E)	Unacceptable	Only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by the CEO and subject to continuous monitoring	CEO

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman declared the meeting open at 2.05pm

**2. ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the Willman Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to Elders past, present and emerging.

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Please turn your mobile phones to silent, any calls are to be taken outside of the Chambers. Thank you.

**4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**Members Present**

Cr J McBurney	President
Cr P Wood	Deputy President
Cr B Hotham	
Cr P Narducci	
Cr A Trethewey	

**Staff in Attendance**

Mr A Dover	Chief Executive Officer
Mr M Hudson	Executive Manager Works
Ms Z Macdonald	Executive Manager Corporate Services
Mrs S Nyssen	Governance and Executive Officer

**Apologies**

Cr C Cheney  
Cr K Singh

**Members of the Public**

Nil

**5. PUBLIC QUESTION TIME**

This meeting is closed to the public.

**6. DISCLOSURES OF INTEREST**

Councillors/Staff are reminded of the requirements of s5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct for Council Members, Committee Members and Candidates and the Code of Conduct for Employees.

Nil.

**7. REPORTS OF COMMITTEES**

Nil.

**8. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

Nil

**9. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

Nil

**10. DIRECTORATE OF WORKS**

Nil

**11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

<b>13477 Cr Peter Narducci moved, Deputy Peter Wood seconded</b>	
<b>Voting Requirements:</b> Simple Majority required	
<b>Recommendation:</b>	
That pursuant to Section 5.23 of the Local Government Act 1995 these items be dealt with, with the public excluded as the item deals with matters of a confidential nature.	
Carried Unanimously 5 votes to 0	
<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

**11.1. Tender - Swimming Pool Management Services 2024 -2027**

<b>13478 Cr Bryan Hotham moved, Cr Angela Tretheway seconded</b>	
<b>Voting Requirements:</b> Simple Majority required	
<b>Officers Recommendation:</b>	
That Council accepts the alternative tender detailed in the attachment, including Public Liability Insurance of \$20 Million, received from Contract Aquatic Services for the provision of Swimming Pool Management Services for a period of 3 years with a 3-year option with the following variation subject the agreement of Contract Aquatic Services:	
<b>2.2 Accommodation</b> No accommodation will be provided by the Shire to Contract Aquatic Services under this arrangement.	
Carried Unanimously 5 votes to 0	
<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

**13479 Cr Peter Narducci moved, Deputy Peter Wood seconded**

**Voting Requirements:**

Simple Majority required

**Recommendation:**

**That the meeting be re-opened to the public.**

**Carried Unanimously 5 votes to 0**

<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

**12. CLOSURE OF MEETING**

The Chairman declared the meeting closed at 2:24 pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on .....

Signed.....  
Presiding Person at the meeting at which the minutes were confirmed.