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Council Minutes

Shire of Pingelly

Special Council Meeting

Wednesday 15 January 2025

Shire of Pingelly



Notice of Meeting

Notice is given that a Special meeting of the Council will be held in the Council Chambers, 17 Queen Street, Pingelly on Wednesday 15 January 2025 commencing at 2.00 pm.

Pursuant to Section 5.23 of the *Local Government Act 1995*, due to the nature of the items to be discussed, this meeting is closed to the public.

Purpose of Meeting

This meeting is for Council to consider a staffing matter and the Council vacancy left by the resignation of former Cr Peter Narducci.

Disclaimer

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations. The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

A handwritten signature in black ink, appearing to be "Andrew Dover", is located below the disclaimer text.

**Andrew Dover
Chief Executive Officer**

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 02.20pm and welcomed Councillors back after the Christmas and New Year’s break.

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

Nil

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

Members Present

Cr J McBurney	President
Cr C Cheney	
Cr B Hotham	
Cr K Singh	
Cr A Trethewey	

Staff in Attendance

Mr A Dover	Chief Executive Officer
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Apologies

Cr P Wood	Deputy President
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5. PUBLIC QUESTION TIME

Note that the matters discussed at this Special Council Meeting are confidential and the meeting is closed subject to Section 5.23 of the *Local Government Act 1995*.

6. DISCLOSURES OF INTEREST

Nil

7. OFFICE OF THE CHIEF EXECUTIVE OFFICER

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 which permits the meeting to be closed to the public for business relating to the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person

135812 Cr Bryan Hotham moved, Cr Karmvir Singh seconded	
Voting Requirements: Simple Majority	
Recommendation:	
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	
For:	President Jackie McBurney, Cr Clinton Cheney, Cr Bryan Hotham, Cr Karmvir Singh and Cr Angela Trethewey
Against:	Nil

7.1 Confidential Item - Staffing Update

13513 Cr Clinton Cheney moved, Cr Bryan Hotham seconded	
Voting Requirements: Simple Majority	
Recommendation and Council Decision:	
That Council note the update on staffing matters.	
Carried Unanimously 5 votes to 0	
For:	President Jackie McBurney, Cr Clinton Cheney, Cr Bryan Hotham, Cr K Singh and Cr Angela Trethewey
Against:	Nil

7.2 Confidential Item - Council Vacancy Considerations

<p>13514 Cr Bryan Hotham moved, Cr Karmvir Singh seconded</p> <p>Voting Requirements: Absolute Majority</p> <p>Recommendation and Council Decision:</p> <p>That Council:</p> <p>(1) Thanks Cr Peter Narducci for his service over his term as Councillor and notes his resignation; and</p> <p>(2) Requests the Electoral Commissioner to allow the vacancy to remain unfilled until the next ordinary election in October 2025.</p> <p>Carried Unanimously 5 votes to 0</p>	
For:	President Jackie McBurney, Cr Clinton Cheney, Cr Bryan Hotham, Cr K Singh and Cr Angela Trethewey
Against:	Nil

<p>13515 Cr Clinton Cheney moved, Cr Angela Trethewey seconded</p> <p>Voting Requirements: Simple Majority</p> <p>Recommendation:</p> <p>That the meeting be re-opened to the public.</p> <p>Carried Unanimously 5 votes to 0</p>	
For:	President Jackie McBurney, Cr Clinton Cheney, Cr Bryan Hotham, Cr Karmvir Singh and Cr Angela Trethewey
Against:	Nil

8. CLOSURE OF MEETING

The Chairman declared the meeting closed at 02.47pm.

<p>These minutes were confirmed by Council at the Ordinary Council Meeting held on.....</p> <p>Signed.....</p> <p>Presiding Person at the meeting at which the minutes were confirmed.</p>
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