



17 Queen Street, Pingelly  
Western Australia 6308  
Telephone: 9887 1066  
[admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au)

# Council Agenda

Shire of Pingelly

Special Council Meeting

Wednesday 21 January 2026

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Pingelly for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Pingelly disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Pingelly during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Pingelly. The Shire of Pingelly warns that anyone who has an application lodged with the Shire of Pingelly must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Pingelly in respect of the application.



## **Shire of Pingelly**

### **Notice of Meeting**

Notice is given that a meeting of the Council will be held in the Council Chambers, 17 Queen Street on Wednesday the 21 January 2026, commencing at 5pm.

The purpose of the Special Council Meeting is to consider and determine the recommendations arising from the Audit, Risk and Improvement Committee Meeting, including the adoption of the Shire's Annual Report and approval of the Annual Meeting of Electors to be held at 7.00pm on Wednesday, 18 February 2026, and to consider a report relating to the future of driver and vehicle licensing services in Pingelly, including interim service arrangements and proposed withdrawal of Shire-provided licensing services.

Members of the public are welcome to attend.

### **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 Council's decision.

A handwritten signature in black ink, appearing to read "Andrew Dover".

**Andrew Dover**  
**Chief Executive Officer**

## **PUBLIC QUESTION TIME INFORMATION**

The Shire of Pingelly welcomes community participation during public question time. This document is to be read in conjunction with the *Shire of Pingelly Standing Orders Local Law 2017* and the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

1. A member of the public who raises a question during question time must:
  - a. be in attendance at the meeting;
  - b. first state their name and address;
  - c. direct the question to the Presiding Member;
  - d. ask the question briefly and concisely;
  - e. limit any preamble to matters directly relevant to the question; and
  - f. ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
2. Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
3. Where a member of the public seeks a written response to their questions to be tabled at a meeting, the member of the public must submit their questions to Council by no later than 12 noon on the day prior to the meeting date of which the response is to be tabled.
4. Where a member of the public submits their questions after 12 noon on the day prior to the meeting date of which the response is to be tabled, a written response may be provided at the discretion of the presiding member.
5. Where a member of the public submits a written question after 12 noon the day prior to the meeting at which they are to be tabled, a verbal response may be provided at the meeting.
6. A member of the public may ask questions without notice at a meeting, provided they present a written copy of their questions to Council prior to the commencement of the meeting.

Questions may be submitted by e-mail to [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au).

## 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

## TABLE OF CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	6
2. ACKNOWLEDGEMENT OF COUNTRY .....	6
3. ANNOUNCEMENTS BY THE PRESIDING MEMBER .....	6
4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....	6
5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	6
6. PUBLIC QUESTION TIME.....	6
7. APPLICATIONS FOR LEAVE OF ABSENCE .....	6
8. DISCLOSURES OF INTEREST.....	6
9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	6
10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	6
11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING .....	6
12. REPORTS OF COMMITTEES .....	7
12.1. Reports of Committees of Council .....	7
12.2. Reports of Council Delegates on External Committee .....	8
13. REPORTS OF COUNCILLORS .....	8
14. OFFICE OF THE CHIEF EXECUTIVE OFFICER .....	9
14.1. Driver and Vehicle Licensing Services in Pingelly .....	9
15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES.....	11
16. DIRECTORATE OF WORKS .....	11
17. ELECTED MEMBERS MOTIONS WITH PREVIOUS NOTICE .....	11
18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING .....	11
19. MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	11
20. CLOSURE OF MEETING .....	11

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

The Chairman to declare the meeting open.

**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**

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**6. PUBLIC QUESTION TIME**

Please see Public Question Time Information on page 3.

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**8. 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.

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

Nil

**10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

**11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING**

## **12. REPORTS OF COMMITTEES**

### **12.1. Reports of Committees of Council**

• Audit, Risk and Improvement Committee	Full Council
• Bush Fire Advisory Committee	Member – Cr Hotham Member – Shire President Deputy – Deputy President
• CEO Performance Review Committee	Member – Shire President Member – Deputy President Member – Cr Hotham

**Voting Requirements:**

Absolute Majority

**Officer's Recommendation:**

**That Council:**

- (1) **Adopt the Shire of Pingelly Annual Report for the Financial Year ended 30 June 2025, inclusive of the Annual Report and Audit Report; and**
- (2) **Approves the Annual Meeting of Electors to be held at 7:00pm on Wednesday 18 February 2026.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **12.2. Reports of Council Delegates on External Committee**

- Central Country Zone of WALGA  
Delegate – Shire President  
Delegate – Deputy President  
Observer – Cr Howell  
Observer – Cr Summers
- Hotham-Dale Regional Road Sub-Group  
Delegate – Deputy President  
Deputy – Cr Trethewey  
Alternate Deputy – Cr Hotham
- Pingelly Recreation & Cultural Centre Board  
Member – Shire President
- Development Assessment Panel  
Delegate – Cr Cheney  
Delegate – Cr Summers  
Deputy – Cr Howell  
Deputy – Cr Trethewey
- Pingelly Tourism Group  
Delegate – Cr Hotham  
Deputy – Cr Trethewey
- Shires of Pingelly and Wandering Joint Local Emergency Management Committee  
Delegate – Shire President  
Delegate – Deputy President  
Deputy – Cr Cheney
- Pingelly Early Years Network  
Delegate – Cr Summers  
Deputy – Shire President
- Pingelly Community Wellbeing Plan Working Group  
Delegate – Shire President  
Deputy – Cr Howell
- Pingelly Museum and Historical Group  
Delegate – Cr Hotham  
Deputy – Cr Trethewey  
Deputy – Cr Summers

## **13. REPORTS OF COUNCILLORS**

Nil

## **14. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **14.1. Driver and Vehicle Licensing Services in Pingelly**

<b>File Reference:</b>	<b>ADM0001</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Governance and Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to consider withdrawal from the provision of Department of Transport licensing services, subject to securing an alternative provider.

#### **Background**

The Shire of Pingelly currently provides driver and vehicle licensing services on behalf of the Department of Transport and Major Infrastructure (DTMI) under a formal Agreement, which is due to expire on 30 June 2026.

In December 2025, the Chief Executive Officer engaged with DTMI regarding the future of licensing services in Pingelly. During these discussions, the Shire advised that it does not intend to enter into a new Agreement beyond the current expiry date and is seeking to withdraw from the provision of licensing services as soon as practicable.

The Shire has experienced ongoing staffing pressures within the licensing function, including the imminent retirement of the primary licensing operator and reduced capacity among remaining trained staff.

DTMI has advised that, upon confirmation of Council's decision to withdraw, it would consider the availability and proximity of alternative licensing services through a tender or market process. DTMI has also advised that replacement of services may take up to six months to complete.

#### **Comment**

The Shire has formally advised DTMI that it is seeking permanent withdrawal from the provision of licensing services, subject to Council endorsement. In the interim, and in consultation with DTMI, the Shire has reduced licensing services from five days per week to three days per week (Wednesday to Friday, 8:30am to 4:00pm), effective from 5 January 2026. This reduction reflects current staffing capacity and has been supported by DTMI.

Potential alternative service providers within Pingelly have been identified, including the local Bendigo Adelaide Bank branch, the post office, and the Community Resource Centre (CRC). Of these options, the Bendigo Adelaide Bank is considered the most viable, noting it already delivers licensing services in Brookton and has trained, mobile staff across both locations. The Shire has commenced discussions with the bank. The bank has yet to make a formal decision on this matter.

Council is requested to consider:

- Supporting the Shire's permanent withdrawal from licensing services;
- Agreeing that the Shire will continue services on an interim basis until a suitable alternative provider is in place;
- Indicating openness for the Shire to resume services should alternative arrangements be unsuccessful or fail to meet community needs; and
- Advising whether the Bendigo Adelaide Bank is considered a suitable alternative provider for licensing services in Pingelly.

DTMI has requested that a copy of Council's minuted resolutions be provided to inform its next steps, including any tender or replacement process.

It should be noted that the Shire will continue to provide licencing services to the community until a suitable provider is identified and commences providing these services. Should a suitable provider not be identified, the Shire will continue to provide licencing services on the current reduced hours of 8:30am – 4:00pm Wednesday – Friday.

### **Consultation**

Consultation has been undertaken with the Department of Transport and Major Infrastructure. Preliminary discussions have also occurred with the Bendigo Adelaide Bank. No formal community consultation has been undertaken at this stage.

### **Statutory Environment**

Licensing services are delivered under delegation from the Department of Transport and Major Infrastructure in accordance with relevant State legislation, including the *Road Traffic (Administration) Act 2008* and associated regulations, and governed by a formal service delivery agreement between the Shire and DTMI.

### **Policy Implications**

There are no policy implications.

### **Financial Implications**

The withdrawal from licensing services is expected to reduce staffing pressures and operational demands currently associated with service delivery. No additional costs are anticipated as a result of the recommendation. Interim service delivery will continue within existing operational budgets until alternative arrangements are established.

### **Strategic Implications**

This matter relates to business-as-usual service delivery and resource management. Supporting alternative service provision aligns with efficient use of Shire resources while ensuring continued access to essential services for the community.

### **Risk Implications**

<b>Risk:</b>	Potential disruption to community access to driver and vehicle licensing services during the transition from Shire-provided services to an alternative service provider.		
<b>Consequence Theme:</b>	Service Interruption / Reputational	<b>Impact:</b>	Minor
<b>Consequence:</b>	Short term temporary interruption, backlog cleared <1 day; low impact, small number of complaints.		
<b>Likelihood Rating:</b>	Possible	<b>Risk Matrix:</b>	Minor (6)
<b>Action Plan:</b>	Acceptable, with adequate controls, managed by specific procedures, subject to semi – annual monitoring.		

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

**That Council:**

1. **Supports the Shire of Pingelly's permanent withdrawal from the provision of driver and vehicle licensing services in Pingelly;**
2. **Agrees that the Shire will continue to provide licensing services on an interim basis until a suitable alternative provider is in place;**
3. **Notes that, should alternative arrangements be unsuccessful or fail to meet the needs of the community, the Shire may resume the provision of licensing services; and**
4. **Advises that the Bendigo Adelaide Bank is considered a suitable location for the delivery of licensing services in Pingelly**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

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

Nil

**16. DIRECTORATE OF WORKS**

Nil

**17. ELECTED MEMBERS MOTIONS WITH PREVIOUS NOTICE**

Nil

**18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

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

Nil

**20. CLOSURE OF MEETING**

The Chairman to declare the meeting closed.