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Council Minutes

Shire of Pingelly

Special Council Meeting

Wednesday 21 January 2026

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 05.06pm.

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.

The Shire President welcomed Councillors and staff back for the 2026 year and expressed anticipation of a busy and productive period ahead. The President also conveyed hope that everyone had enjoyed a restful holiday break and returned refreshed and ready for the year ahead.

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

Members Present

Cr J McBurney	President
Cr P Wood	Deputy President
Cr B Hotham	
Cr R Howell	
Cr D Summers	
Cr A Trethewey	

Staff in Attendance

Mr A Dover	Chief Executive Officer
Mr L Beretta	Manager Finance
Mrs S Nyssen	Governance and Executive Officer

Public Members

Mr William Mulroney

Apologies

Cr C Cheney

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8. DISCLOSURES OF INTEREST

Cr Robert Howell – 14.1 – Impartiality

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING

Nil

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

13681 Cr Bryan Hotham moved, Cr Angela Trethewey seconded

Voting Requirements:

Absolute Majority

Council Decision:

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.**

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

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

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

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

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

13682 President Jackie McBurney moved, Deputy President Peter Wood seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council Suspend Standing Orders.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	

13683 President Jackie McBurney moved, Deputy President Peter Wood seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council Re-instate Standing Orders.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	

13684 Cr Danielle Summers moved, Cr Angela Trethewey seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

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

Carried Unanimously 4 votes to 2

For:	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, & Cr Angela Tretheway
Against:	Cr Robert Howell & Cr Danielle Summers

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

Nil

19. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

20. CLOSURE OF MEETING

The Chairman declared the meeting closed at 05.40pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on ...18/2/26...

Signed.....*J. McBurney*.....
Presiding Person at the meeting at which the minutes were confirmed.