



Notice of Special Council Meeting

To be held on 22 October 2025 and commence at 5:00pm

To be held at the Council Chambers in Donnybrook

(1 Bentley Street, Donnybrook)

The purpose of this meeting is as follows:

- Swearing in new Councillors
- Election of Shire President
- Election of Deputy Shire President

Authorised:

A handwritten signature in black ink, appearing to read "N. O'Connor".

Nick O'Connor, Chief Executive Officer

Prepared:

17 October 2025

TABLE 2: MEASURES OF CONSEQUENCE

Rating	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Health & Safety	First aid injuries	Medical treatment	Lost time injury of > 5 days	Notifiable incident	Fatality, permanent disability
Financial	Less than \$2,000	\$2,000 - \$20,000 Or < 5% variance in cost of project	\$20,001 - \$100,000 Or > 5% variance in cost of project	\$100,001 - \$1M	More than \$1M
Service Interruption	No material service interruption	Temporary interruption to an activity – backlog cleared with existing resources	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Indeterminate prolonged interruption of Service Unit core service deliverables
Compliance/ Legal	No noticeable regulatory or statutory impact	Some temporary non compliances	Short term non-compliance but with significant regulatory requirements imposed	Non-compliance results in termination of services or imposed penalties	Non-compliance results in criminal charges or significant damages or penalties
Reputation	Unsubstantiated , localised low impact on community trust, low profile or no media item	Substantiated, localised impact on community trust or low media item	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
Community	No noticeable effect on constituents, community, organisations, businesses, services, etc.	Limited effect on constituents, community, organisations, businesses, services, etc.	Moderate and manageable effect on constituents, community, organisations, businesses, services, etc.	Substantial effect on constituents, community, organisations, businesses, services, etc.	Devastating effect on constituents, community, organisations, businesses, services, etc.
Property	Inconsequential or no damage.	Localised damage rectified by routine internal procedures	Localised damage requiring external resources to rectify	Significant damage requiring internal & external resources to rectify	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building
Environment	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact

TABLE 3: MEASURES OF LIKELIHOOD

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

Risk Rank	Description	Criteria For Risk Tolerance	Responsibility
Low	Tolerated	Risk tolerated with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Moderate	Monitor	Risk tolerated with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
High	Urgent Attention Required	Risk tolerated with effective controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
Extreme	Unacceptable	Risk only tolerated with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

The Chief Executive Officer to acknowledge the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Chief Executive Officer to declare the meeting open welcome the public gallery.

The Chief Executive Officer to advise that the meeting is being live streamed and recorded in accordance with Council Policy EM/CP-2. The President 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

Councillors Present:

Cr John Bailey

Cr Lisa Glover

Cr Alexis Davy

Cr Anita Lindemann

Cr Grant Patrick

Staff Present:

Nick O'Connor, Chief Executive Officer

Loren Clifford, Acting Director Finance and Corporate

Ross Marshall, Director Operations

Samantha Farquhar, Administration Officer
Corporate Services

Public Gallery:

2.1. Apologies

Nil.

2.2. Approved Leave of Absence

Nil.

3. Announcements from the Chief Executive Officer

Nil.

4. Swearing in of new Councillors

The Chief Executive Officer is to invite each Councillor Elect to undertake the Oath or Affirmation of Allegiance and Declaration of Office.

Each Councillor Elect will be invited to address the gallery prior to taking their allocated seat.

5. Election of Shire President

The Chief Executive Officer will invite nominations for the position of Shire President for the ensuing two years.

_____ nominated _____ to the position of Shire President.

6. Election of Deputy Shire President

The Shire President will invite nominations for the position of Deputy Shire President for the ensuing two years.

_____ nominated _____ to the position of Deputy Shire President.

7. Allocation of Seating Arrangements

In accordance with s.8.1 of the *Shire of Donnybrook Balingup Meeting Procedures Local Law 2017*, the Shire President will allot, alphabetically, a position at the Council table to each Member.

8. Closure

The Shire President to advise that the next Ordinary Council Meeting will commence straight after the Special Council Meeting on 22 October 2025 in the Shire of Donnybrook Balingup Council Chamber.