

SHIRE OF BRUCE ROCK

MINUTES – SPECIAL COUNCIL MEETING 22 OCTOBER 2025

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SHIRE OF BRUCE ROCK

MINUTES – SPECIAL COUNCIL MEETING 22 OCTOBER 2025

1. Declaration of Opening

The Chief Executive Officer, Mr Mark Furr, opened the meeting at 6.01pm on Wednesday, 22 October 2025, welcoming all Councillors, Councillors Elect, Officers and guests.

2. Swearing in of Councillors

The Chief Executive Officer invited newly elected Councillors, Councillor Elect R Rajagopalan, Councillor Elect AR Crooks, Councillor Elect J Verhoogt, Councillor Elect A Buegge, to make their “Declaration of Office” in front of Mr Graeme Currie, Justice of the Peace.

3. Election

3.1 Shire President

The Chief Executive Officer called for nominations for Shire President.

Cr Foss nominated Cr Rajagopalan for Shire President. Cr Strange seconded the nomination.

Cr Rajagopalan accepted the nomination

There being no further nominations, the Chief Executive Officer declared Cr Rajagopalan as Shire President.

3.2 Deputy Shire President

The Chief Executive Officer called for nominations for Deputy Shire President.

Cr Rajagopalan nominated Cr Crooks for Deputy Shire President. Cr Foss seconded the nomination.

Cr Crooks accepted the Nomination

There being no further nominations, the Chief Executive Officer declared Cr Crooks as Deputy Shire President.

4. Record of Attendance / Apologies / Leave of Absence (Previously Approved)

Shire President	Cr R Rajagopalan
Deputy Shire President	Cr AR Crooks
Councillors	Cr KP Foss
	Cr PK Hodgkiss
	Cr SA Strange
	Cr J Verhoogt
	Cr A Buegge
Chief Executive Officer	Mr M Furr
Manager of Strategic Business Development	Ms MJ Schilling
Executive Support Officer	Ms S Wood (Minutes)
Justice of the Peace	Mr Graeme Currie
Public Gallery	Mike Darby, Marolyn Crooks and Amanda Rajagopalan

5. Response to Previous Public Questions Taken on Notice

6. Public Question Time

7. Petitions/Deputations/Presentations/Submissions

8. Reports of Officers

8.1 Chief Executive Officer - Committees and Representations

File Reference	8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	19 October 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Councillor Induction Manual (under separate confidential cover).	

Summary

Council is asked to review and appoint its representation on Council committees and delegates to other organisations and groups.

Background

Every second year, following an election, Council reviews the structure for committees, delegates and representatives.

Comment

Council elections were held on 18 October 2025. It is therefore now recommended that Council appoint Councillors and staff to the various committees, as well as delegates and representatives to various organisations and groups.

The list of committees, delegates and representatives is provided below. The explanation of the make-up of each committee and delegation, meeting frequency and purpose are outlined in the Councillor Induction Manual provided (on pages 9 to 14).

The table below is representative of the current allocations applied to various Council committees, working groups and organisations:

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Current Committees and Working Groups, Delegates and Representatives – as at October 2023

Committees of Council	
Audit and Risk Committee	3 Councillors and 1 Community Representative
Works and Services	3 – 5 Councillors, Chief Executive Officer (CEO) and Manager of Works and Services (MOWS)
Health and Aged Care	2 - 3 Councillors, CEO and Manager of Governance and Community Services (MGCS)

Working Groups	
Sport and Recreation	3 Councillors, CEO, and MGCS
Economic Development	3 Councillors, CEO and MGCS

Appointed Delegates and Representatives	
Master of Ceremonies	Deputy President and Proxy Councillor
WALGA Great Eastern Zone	2 Delegates
WEROC	1 Council Delegate and 1 (Proxy), CEO, MGCS (Proxy)
CEACA	1 Delegate, CEO also currently sits on Executive Committee
Retirement Units Delegate	1 Councillor Delegate and 1 Proxy
Regional Road Group	1 Councillor Delegate and Proxy MOWS
Local Health Advisory Group	1 Delegate and a Proxy, CEO
District Health Advisory Group	1 Delegate
Local Emergency Management Committee	President, CEO, MGCS and Agency Representatives
Chief Bush Fire Control Officer	Subject to nomination by the Bush Fire Advisory Committee (BFAC) at special meeting on 27 October 2025
Deputy Chief Bush Fire Control Officer	Subject to nomination by BFAC at special meeting on 27 October 2025
Reconciliation Action Plan Working Group Representatives	2 Councillor Representatives
Community Resource Centre	1 Councillor Delegate and 1 Proxy
Tourism	1 Councillor Delegate and 1 Proxy
Central Agcare	1 Delegate (Councillor or Staff Member)
Natural Resource Management	1 Councillor Representative to LCDC

The subsequent table below, is representative of the proposed allocations to various committees, working groups, organisations and other meeting groups from October 2025. Councillors should note that the former Sub Committees are proposed to be Working Groups for this new tenure.

The items listed with an Asterix (*) are subject to further deliberation by Council and can be confirmed at the next Ordinary Council Meeting on 20 November 2025.

Proposed Committees and Working Groups, Delegates and Representatives – as at October 2025

Committees of Council	
Audit and Risk	3 Councillors and 1 Community Representative
Works and Services	3 Councillors, Chief Executive Officer (CEO) and Manager of Works and Services (MOWS)

Working Groups	
Sport and Recreation	3 Councillors, CEO, and Manager Strategic Business Development
Economic Development	3 Councillors, CEO and MSBD
Health and Aged Care	2 - 3 Councillors, CEO and Manager of Governance and Community Services (MGCS)

Appointed – Delegates and Representatives	
Master of Ceremonies	Deputy President and Proxy Councillor
WALGA Great Eastern Zone	2 Delegates
WEROC	1 Council Delegate and 1 (Proxy), CEO
CEACA	1 Delegate, CEO also currently sits on Executive Committee
Retirement Units Delegate*	1 Councillor Delegate and Proxy
Regional Road Group	Chair of Works & Services committee and Proxy, MOWS
Local Health Advisory Group*	Health & Aged Care working group members, CEO
District Health Advisory Group*	1 Delegate
Local Emergency Management Committee	President, CEO, and Agency Representatives
Chief Bush Fire Control Officer*	Subject to nomination by BFAC at Special meeting on 27 October 2025
Deputy Chief Bush Fire Control Officer*	Subject to nomination by BFAC at Special meeting on 27 October 2025
Reconciliation Action Plan Working Group Representatives*	2 Councillor Representatives
Community Resource Centre*	1 Councillor Delegate and 1 Proxy
Tourism*	1 Councillor Delegate and 1 Proxy
Central Agcare*	1 Delegate (Councillor or Staff Member)
Natural Resource Management*	2 Councillor Representatives to Land Conservation District Committee (LCDC)

Great Eastern Zone State Council Representative for the WALGA State Council – After the elections on 18 October 2025, each member Local Government is now required to appoint new Delegates and Deputy Delegates to represent their Local Government on the Zone.

Councillor Strange is the current State representative of the Great Eastern Zone, and Council is required to nominate a representative for the forthcoming Great Eastern Country Zone meeting on Thursday, 13 November 2025.

Consultation

Nil.

Statutory Environment

Committees shall operate in accordance with all relevant provisions of the Local Government Act 1995, sections 5.8, 5.9, 5.10 and 5.11 – establishment and composition of committees.

Policy Implications

Policy 5.1 – Bush Fire Advisory Committee in relation to the appointment of Bush Fire Control Officers.

Financial Implications

There are no relevant financial implications other than administrative.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	4.0 Governance Priorities
Strategy:	4.1 Our organisation is well positioned and has capacity for the future.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to appoint Elected Members appropriately to Council committees and working groups would result in a breach of the Local Government Act 1995.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

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Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of **six (6)** has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Conclusion

The list of committees, working groups, delegates and representatives is provided below this agenda item. The explanation of the make-up of each committee and delegation, meeting frequency and purpose are outlined in the Councillor Induction Manual provided (on pages 9 to 14).

Voting Requirements

Simple Majority

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OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution SM Oct 25 – 8.1

Moved: Cr Hodgkiss

Seconded: Cr Crooks

That Council,

- 1. Resolves to appoint the following Elected Members to the respective committees, working groups and external organisations and bodies, as detailed below:**
 - a. Audit and Risk Committee;**
 - i. Cr. Rajagopalan; Cr. Crooks; and Cr. Strange.**
 - b. Works and Services Committee;**
 - i. Cr. Foss; Cr. Crooks; and Cr. Hodgkiss.**
 - c. Sport and Recreation Working Group;**
 - i. Cr. Rajagopalan; Cr. Strange; and Cr. Buegge.**
 - d. Economic Development Working Group;**
 - i. Cr. Rajagopalan; Cr. Verhoogt; and Cr. Hodgkiss**
 - e. Health and Aged Care Working Group;**
 - i. Cr. Rajagopalan; Cr. Verhoogt; and Cr. Buegge.**
 - f. Master of Ceremonies;**
 - i. Cr. Crooks; and Proxy, Cr. Strange.**
 - g. WALGA Great Eastern Zone Delegate;**
 - i. Cr. Rajagopalan; and Cr. Strange.**
 - h. WEROC;**
 - i. Cr. Rajagopalan; and Proxy, Cr. Crooks.**
 - i. CEACA;**
 - i. Cr. Strange;**
 - j. Regional Road Group;**
 - Cr. Foss; and Proxy Cr. Hodgkiss.**
 - k. Local Emergency Management Committee;**
 - i. Cr. Rajagopalan and;**
- 2. Nominates Cr Strange for Great Eastern Zone State Council Representative for WALGA State Council and, should they be unsuccessful, be nominated as the Deputy.**

For: Cr R Rajagopalan, Cr AR Crooks, Cr S Strange, Cr KP Foss, Cr PK Hodgkiss, Cr Verhoogt, and Cr A Buegge

Against: Nil

Carried 7/0

9. New Business of an Urgent Nature Introduced by Discussion of the Meeting

10. Closure of Meeting

The Shire President, Cr Rajagopalan, thanked everyone for their attendance and declared the meeting closed at 6.36pm.

These minutes were confirmed at a meeting on 20 November 2025.

Signed
Ram Rajagopalan