

SHIRE OF BRUCE ROCK

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SHIRE OF BRUCE ROCK

MINUTES – SPECIAL COUNCIL MEETING 30 OCTOBER 2023

1. Declaration of Opening

The Chief Executive Officer, Mr Darren Mollenoyux, opened the meeting at 6.05pm on Monday 30 October 2023, welcoming all Councillors, Councillors Elect, Officers and guests.

2. Swearing in of Councillors

The Chief Executive Officer invited newly elected Councillors, Councillor Elect KP Foss, Councillor Elect SA Strange, Councillor Elect PK Hodgkiss and Councillor Elect AR Crooks 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.

One nomination was received prior to the meeting. Cr Waight nominated Cr Rajagopalan for Shire President.

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

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.

One nomination was received prior to the meeting. Cr Waight nominated Cr Crooks for Deputy Shire President.

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 BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Community and Governance	Mrs N Ugarte
Manager of Executive Services	Mrs MJ Schilling
Justice of the Peace	Mr Graeme Currie

Public Gallery: Mike Darby, Marolyn Crooks, Amanda Rajagopalan, Susan Hodgkiss, Roxy Hodgkiss, Lyla Hodgkiss, Adrianna Foss, Olivia and Adele Foss.

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

Agenda Reference and Subject:

8.1 Committees and Representations

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Audit and Risk Committee Terms of Reference

Summary

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

Background

Every second year, following an election, Council reviews the attached structure for Committees, Delegates and Representatives.

Comment

Council Elections were held on 21 October 2023. It is therefore now recommended that Council appoint Councillors and staff to the various committees, as well as delegates and representatives.

The list of committees, 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 13).

In addition, Council is asked to review the Audit and Risk Committee's Terms of Reference (attached), with its membership to be reduced from full Council to three Councillors and a Community Representative.

The proposed reduction in the number of Councillors is intended to assist in managing Councillors' individual workloads, particularly in light of the reduction of Council's membership from nine to seven Councillors. The inclusion of an independent Community Representative is in line with best practice in the governance of Committees of this nature, and is intended to increase transparency and accountability and provide a fresh perspective to the matters considered by the Committee.

The proposed new wording of the Membership section of the Terms of Reference is as follows:

"Membership

The Committee shall consist of three elected members of Council and one community representative.

The Presiding Member and Deputy Presiding Member will be elected in accordance with section 5.12 and Schedule 2.3 of the Local Government Act 1995.

All members shall have full voting rights.

The Shire’s CEO and employees shall not be members of the Committee. However, the CEO and senior staff shall attend meetings to provide advice and guidance to the Committee. The Shire shall provide secretarial and administrative support to the Committee.”

Consultation

Nil

Statutory Implications

Audit and Risk Committee Terms of Reference (attached)

The Audit and Risk Committee shall be established by the Council of the Shire of Bruce Rock under section 7.1A of the Local Government Act 1995.

The Committee shall operate in accordance with all relevant provisions of the:

- Local Government Act 1995;
- Local Government (Audit) Regulations 1996; and
- Local Government (Administration) Regulations 1996.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution SM Oct 23 – 8.1.1

Moved: Cr Waight

Seconded: Cr Verhoogt

That Council:

- 1 review and appoint the new Committees, Delegates and Representatives for Council;**
- 2 nominate Cr SA Strange for Great Eastern Zone State Council Representative for WALGA State Council and, should they be unsuccessful, be nominated as the Deputy;**
- 3 agree to reduce the membership of the Audit and Risk Committee from full Council to three (3) Councillors and one (1) Community Representative;**
- 4 endorse the amended Audit and Risk Committee Terms of Reference reflecting changes to the Committee’s membership; and**
- 5 agree to advertise the role of Community Representative on the Audit and Risk Committee, in line with legislative requirements.**

For: Cr Crooks ,Cr Foss, Cr Hodgkiss, Cr Rajagopalan, Cr Strange, Cr Waight, Cr Verhoogt

Against: Nil

Carried 7/0

Shire of Bruce Rock Committees, Delegates and Representatives As at October 2023

Committees of Council	
Audit and Risk Committee	Cr R Rajagopalan, Cr Strange, Cr AR Crooks and 1 Community Representative
Health and Aged Care	Cr Rajagopalan, Cr Verhoogt
Works and Services	Cr Foss, Cr Waight, Cr Hodgkiss, Cr Crooks

Sub Committees	
Sport and Recreation	Cr Rajagopalan, Cr Foss, Cr Waight
Economic Development Committee	Cr Rajagopalan, Cr Verhoogt, Cr Hodgkiss

Appointed – Delegates and Representatives	
Master of Ceremonies	Cr Cooks and Cr Waight (Proxy)
WALGA Great Eastern Zone	Cr R Rajagopalan, Cr SA Strange
WEROC	Cr R Rajagopalan, Cr Crooks (Proxy) CEO, MGCS (Proxy)
CEACA	Cr SA Strange CEO on Executive Committee
Retirement Units Delegate	Cr J Verhoogt, Cr BE Waight (Proxy)
Regional Road Group	Cr KP Foss and Cr BE Waight (Proxy), MOWS
Local Health Advisory Group	Cr R Rajagopalan, Cr J Verhoogt (Proxy), CEO
District Health Advisory Group	Cr R Rajagopalan
Local Emergency Management Committee	Cr Rajagopalan, CEO, MGCS and Agency Reps
Chief Bush Fire Control Officer	Cr Crooks
Deputy Chief Bush Fire Control Officer	Trent Cosgrove
Reconciliation Action Plan Working Group Representatives	Cr R Rajagopalan, Cr J Verhoogt
Community Resource Centre	Cr J Verhoogt and Staff Member (Proxy)
Tourism	Cr J Verhoogt and CDO
Central Agcare	Darren Mollenoyux
Natural Resource Management	Cr AR Crooks, Cr PK Hodgkiss Representative to LCDC

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 6.40pm.

These minutes were confirmed at a meeting on 16 November 2023.

Signed
Ram Rajagopalan